



Position Description			
Job Title:	Chief Operating Officer		
Location:	In Office/Remote	Travel:	>50
Reports To:	CEO	Direct Reports:	No
Prepared Date:	7/19/2026	FLSA Status:	Exempt

About The Big We

The Big We is a mission-driven organization committed to leveraging a community's inherent cultural assets to restore their economic, political, and narrative power. Through programs centered on neighborhood development, entrepreneurship, and storytelling, we build beloved communities where all people experience safety, joy, love, and abundance.

Position Summary

The Chief Operating Officer (COO) at **The Big We** plays a critical leadership role in overseeing and streamlining the operational functions of the organization. The COO will work closely with the CEO to implement strategic priorities, manage day-to-day operations, and ensure the operational infrastructure aligns with the mission and values of **The Big We**. This role requires a dynamic, hands-on leader with an understanding of nonprofit management, and community-driven initiatives.

Essential Duties and Responsibilities

1. Operational Leadership & Strategy Implementation

- Collaborate with the CEO to define and execute the organization's short-term and long-term strategic goals.
- Oversee the daily operations of **The Big We**, ensuring efficiency and alignment with organizational objectives.
- Lead cross-functional teams and departments to ensure that all programs are executed according to set timelines and within budget.
- Continuously assess the performance of operational processes and recommend improvements for better alignment with the organizational mission.

2. Program & Project Management

- Provide project management oversight for various programs, ensuring timely execution,



budget management, and stakeholder engagement.

- Support the development, refinement, and implementation of key programs ensuring alignment with **The Big We's** goals and cultural transformation initiatives.
- Oversee logistics, scheduling, and coordination of key events, including conferences, training sessions, and fundraising initiatives.

3. Financial Management

- Develop and manage the organization's operating budget in close collaboration with the CEO and finance team, ensuring responsible allocation of resources.
- Oversee financial reporting, performance tracking, and compliance with grant requirements, ensuring transparency and accountability in all financial matters.
- Work with the fundraising team to track funding sources and ensure financial stability and sustainability of the organization.

4. Leadership & Team Development

- Provide leadership to the senior management team and staff, ensuring clear communication and alignment with **The Big We's** vision and values.
- Oversee recruitment, training, and performance management of staff and contractors, fostering a collaborative and high-performing team culture.
- Support leadership development through mentoring, coaching, and strategic guidance for emerging leaders within the organization.

5. Operations & Process Optimization

- Manage internal systems and processes for efficiency and scalability, ensuring smooth operations across the organization.
- Oversee the administration of technology, tools, and platforms used by the organization, ensuring they meet operational needs.
- Establish and monitor operational performance metrics, reporting regularly to the CEO and Board of Directors on progress.

6. Stakeholder Engagement & External Relations

- Collaborate with the CEO to maintain and build relationships with key stakeholders, including community partners, funders, and policymakers.
- Represent **The Big We** in community, industry, and government settings, ensuring that the organization's voice is heard and its mission is effectively communicated.
- Ensure that **The Big We's** operations, programs, and communications align with its mission and narrative of cultural and community transformation.



7. Risk Management & Compliance

- Monitor risks associated with operations, programs, and financial activities, ensuring that the organization adheres to all legal and regulatory requirements.
- Develop and implement strategies for mitigating risk and ensuring compliance across all areas of the organization.
- Oversee crisis management plans and responses, particularly in times of operational or programmatic challenges.

Qualifications

Required Qualifications:

- Proven experience as a Chief Operating Officer, Executive Director, or similar role in a nonprofit or community-focused organization.
- Extensive knowledge of nonprofit management, program development, financial oversight, and fundraising.
- Strong leadership, organizational, and interpersonal skills, with the ability to inspire, motivate, and manage a diverse team.
- Excellent project management and communication skills, with a proven ability to manage multiple initiatives simultaneously.
- Ability to think strategically and act pragmatically to drive results in an evolving and dynamic organization.
- A passion for The Big We's mission of leveraging cultural assets to build a beloved community and transform local economies.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties of this job are performing the following:

- Ability to sit for extended periods of time, approximately 50% of work time.
- Ability to stand and walk, approximately 50% of work time.
- Ability to bend, push, pull, stoop, reach, and kneel approximately 30% of work time.
- Ability to lift up to fifty pounds.
- Ability to operate computer, facsimile, copier, shredder, and calculator.
- Ability to travel by car, airplane, train, and bus.
- Normal business hours with flexibility to work overtime or non-standard hours as



required by travel and special projects.

STARTING SALARY: The salary range starting at \$90,000

TO APPLY: Please send cover letters and résumé to ea@thebigwe.com

Acknowledgement

By signing this document, I acknowledge receipt and agree that I can perform the essential duties and responsibilities of the position, in addition to physical requirements.

Employee Name: _____ Date: _____

Employee Signature: _____