



## **CHIEF OPERATING OFFICER, CHIEF OF STAFF**

### **BACKGROUND**

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is the organization that will end breast cancer; we are activists who set a research agenda to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause.

### **POSITION SUMMARY**

Reporting directly to the President, the Chief Operating Officer/Chief of Staff (COO/COS) will support and contribute to the overall leadership and direction for the organization to push NBCC to new heights of success collaborating with the President on all matters of organizational significance. The COO/COS will partner closely with the President and senior staff to chart NBCC's future growth and strategic direction to achieve its mission to end breast cancer.

The COO/COS will manage the day-to-day activities of NBCC and engage in organizational review and direction setting, program oversight and direction/leadership on various mission-critical issues, including highly visible issues that relate to the work of the organization. This person will play a key role in day-to-day staff leadership and will identify opportunities and challenges and work across departments to come up with highly innovative solutions.

The COO/COS will oversee three senior staff, the Chief Programs Officer, Chief Policy Officer, Chief Advancement Officer; and will oversee the Operations Team and the following functions: IT, Human Resources, Finance, Legal, and Facilities Management.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The Chief Operating Officer/Chief of Staff will be responsible for the following:

- Serving and supporting the President by creating and strengthening new and existing initiatives to advance the organization
- Providing innovative and strategic leadership for planning, executing, leading, and evaluating departments, programs and projects
- Strategic planning and implementation; developing and implementing strategies to leverage new and long-term support to achieve NBCC's ambitious strategic goals and plans
- Supporting and leveraging the President by taking on oversight of internal functions, allowing the President to devote the majority of her time at the strategic/external level.
- Overseeing and directing all facets of the daily operations of NBCC, aligning human, physical and fiscal resources to meet the challenging goals of the organization
- Oversee Development/Communications, Field, Government Relations, and all Program efforts

- Structuring and leading teams to deliver outstanding results
- Developing and monitoring annual business plan and budget, overseeing the financial resources and functions for the 501(c)(3) and 501(c)(4) organizations
- Oversee the C3 and C4 Board and Board Committee meetings, producing and overseeing operations-related board materials. In partnership with President, supporting the Board of Directors and ensuring the Board is well informed of all critical operations projects, work, and risks.
- Establishing administrative policies and procedures for all functions and for the day-to-day operations of the organization
- Identifying best practices and improving internal systems with an eye toward future needs and budget realities
- Ensuring compliance with government regulations at federal, state and local levels
- Overseeing payroll, pension, and all other employee benefits
- Review and approve contracts for service
- Administering, maintaining, developing, and implementing procedures for ensuring the security and functionality of all technology resources including computer hardware, software, databases, networking, and telephone system
- Fostering an organizational culture that promotes initiative, appropriate risk taking, learning, cooperation, equity, and mutual respect
- Overseeing facilities management and related lease responsibilities and ensuring safety and security of NBCC office space
- Overseeing the human resource functions, including the development and implementation of effective recruiting, hiring, compensation, benefits, training, professional development, and performance evaluation policies
- Monitoring and managing all NBCC legal issues including trademarks, personnel matters, and any other legal matters
- Maintaining a working knowledge of the issues related to breast cancer and of the political, legislative, regulatory, and economic framework relevant to NBCC's work

### **QUALIFICATIONS & REQUIREMENTS**

- The successful candidate will be a dynamic leader with a creative and accomplished track record of 10+ years of seasoned leadership experience as a focused executive in the non-profit or corporate arena or in the public sector. Other requirements include:
- Bachelor's Degree required; Master's Degree preferred
- Working knowledge of non-profit management, operations, personnel, and administrative functions; experience in 501(c)(3) and 501(c)(4) organizations a plus.
- Comfort serving in "deputy" or "number 2" leadership role within a dynamic organization with a style and approach to accomplishing goals that matches the position
- A verifiable track record of success with short- and long-range planning and program development, including implementation and evaluation, and relationship building
- Proven track record of strategic financial management, business strategy, strategic planning, and business process creation and refinement
- Skilled at analyzing, interpreting, and using data to approach issues and devise well-organized solutions
- Demonstrated ability to interact with staff at all levels in an environment of change and growth while developing and fostering an organizational atmosphere of collaboration
- Experience managing cross-functional teams to develop and implement systems and processes to increase effectiveness and efficiency

- Ability to remain focused in the face of pressure, deliver against timelines, handle multiple priorities, and nimbly manage tasks/time limitations
- Sophistication, with the intellectual depth and maturity to collaborate effectively with the President, other executives, staff, Board members and others and the confidence to defend/debate ideas without ego interfering
- Discipline and a high energy level; a “doer” with a willingness to work hands-on with limited budget and resources
- Significant experience with computerized accounting and database programs, preferably QuickBooks, Cloud-based donor database; proficiency in Microsoft Office Suite
- An ability to work and communicate effectively with staff, Board of Directors, constituents, media, and the community
- Willingness to travel & work evenings and weekends when required.

### HOW TO APPLY

Email cover letter with resume and salary requirements to [jobs@stopbreastcancer.org](mailto:jobs@stopbreastcancer.org) with “COO, COS” in the subject line. No calls please. NBCC is an equal opportunity employer that welcomes applications from all.

### DISCLAIMER

This is a full-time permanent in-person position. However, due to the COVID-19 pandemic, all NBCC staff are currently working remotely, and twice a month in the office for the foreseeable future. It is anticipated that staff will again be office based on a more frequent basis when it is safe to do so.

### NATIONAL BREAST CANCER COALITION VACCINATION POLICY

Throughout the COVID-19 pandemic, the National Breast Cancer Coalition (“NBCC”) has prioritized employee safety and well-being as well as the safety of our family members and communities. **NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.**