

EDCHIEFS

Chief Operating Officer– Job Description (Part-Time Remote Consultancy)

Chief Operating Officer - Key Responsibilities

- Facilitate initial consultancy with leadership team to clearly define partnership work streams, goals, benchmark metrics, and key outcomes for the role and organization
- Design and implement business strategies, plans and procedures pertaining to operations and finance. Set comprehensive goals for performance and growth. Audit and Assess current operational structures and systems
- Plan and oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance, etc.)
- Assist CEO in fundraising and development ventures
- Participate in expansion efforts (investments, acquisitions, corporate alliances, stakeholder/ external partner management)
- Support in managing direct reports through intensive differentiated coaching. Lead operations team to maximum performance and dedication. Evaluate performance by analyzing and interpreting data and metrics. Provide team performance updates through targeted feedback, and interventions
- Support with key HR and Legal Functions and matters pertaining to company policy

Qualifications

- Currently serving/ have formerly served in a Senior Level role within an education system (Senior Director, VP, Chief, Managing Director, Equivalent or Higher)
- 7 Years professional experience - minimum
- 3 Years related experience
- Bachelor's Degree Required – Masters Preferred
- Strong commitment to Diversity, Equity, and Inclusion
- Willing to work a minimum of 10hrs a week (remote)

Compensation/ Time Commitment

- This work is largely part-time with a minimum of 10 Hours a week. Potentially 10-20 hours a week (contingent on the needs of the organization)
- Compensation = \$55.00/Hour

Anti-discrimination policy and commitment to diversity, equity, and inclusion

- EdChiefs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
- This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.