

## CHIEF OPERATING OFFICER

### Roles and Responsibilities

Date: April 2017

*Araminta Freedom Initiative Mission Statement: To awaken, equip and mobilize the Church and community in Maryland to end human trafficking through education, prevention strategies, and restorative survivor services.*

### DESCRIPTION

Reporting to the Executive Director, the Chief Operating Officer (COO) will be responsible for enhancing the internal organization processes and infrastructure that will allow Araminta to continue to grow and fulfill its mission. The COO will oversee the organization's financial management, human resources, grant management, and internal operations. The COO will collaborate with the Executive Director on strategic planning, fundraising development, and financial growth plans.

### RESPONSIBILITIES

#### Financial Management and Oversight

Working with the consultant CFO and bookkeeper, manage and oversee all financial day- to-day activities:

- Oversight of accounting practices and QuickBooks/donor management system input
- Work with the CFO and bookkeeper to prepare monthly financial reports
- Review and analyze financial reports in preparation for the Executive Director and Board of Directors
- Monitoring of financial accounts
- Lead and support organizational budgeting process
- Supervise progress of annual agency financial resource development
- Oversee annual audit and 990 reporting
- Support and advise the Executive Director and Board of Directors in financial management and decision making aligned with the strategic plan

#### Grant and Public Funding Management

- Supervise and submit grant and public funding source reports and billing
- Prepare budgets and financial attachments for new grant and funding proposals
- Assist directors in determining appropriate standards for funding of programs
- Monitor grants for compliance with requirements
- Prepare performance and financial reports for grants
- Research, submit and track grants to fund Araminta operations and program to federal, state, and private funding sources

#### Human Resources

Manage human resources for Araminta including:

- Recruitment, hiring and compensation policies
- Benefits administration and oversight
- Professional training and development, including new employee orientation
- Regulatory oversight and legal compliance
- Development and oversight of annual employee review process
- Development and oversight of retention and employee well-being strategies
- Oversight of payroll submission and reports

## Operations

- Oversee annual federal, state and local compliance activities
- Procure, monitor and manage insurance policies
- Site management — manage contracts, leases and oversight of on-going upkeep of offices and residential properties
- Oversight of general office management and technology

## Strategic Planning and Fundraising Development

- Implement and execute operational and infrastructural development strategies that support programmatic strategic initiatives of the organization
- Implement multi-streamed funding strategies, developed in collaboration with the Executive Director, to support the financial and programmatic growth of the organization

## QUALIFICATIONS

The COO will be thoroughly committed to Araminta's mission, have extensive management experience growing and developing operations and administration of an organization and strong leadership skills.

- Advanced degree required, ideally an MSW or MBA, with a minimum 10 years experience
- Strong operational experience, ideally has worked in senior management role for 10+ years in a socially responsible organization
- Experience in social service, child welfare public or private agencies preferred
- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Experience in financial management of non-profit multi-streamed funding, including public funding sources and grants
- Strategic vision and agility with an ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Capacity Building — ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Strong written and verbal communication skills
- Proven track record of strong leadership in a team environment
- Ability to work effectively in collaboration with diverse groups of people and personalities
- High level of integrity, character, and passion for underserved people groups and the Araminta mission

*While not required, higher consideration will be given to those who are actively engaged with Araminta and have completed our volunteer training course.*

*Interested individuals may email [contact@aramintafreedom.org](mailto:contact@aramintafreedom.org) to submit their resume for consideration.*