

POSITION PROFILE

Chief Operating Officer

Active Minds

Washington, DC



ABOUT ACTIVE MINDS

Active Minds is the nation's leading nonprofit organization supporting mental health awareness and education for young adults. Through our presence in more than 1,000 high school and college campuses, communities, and workplaces, and with a wide-reaching public audience, Active Minds is creating communities of support and saving lives. Founded in 2003 by Alison Malmon after the tragic suicide of her brother, Brian, Active Minds is dedicated to supporting a new generation in ending the silence, helping to make mental health as highly valued as physical health. Through our many programs – including our student-led chapter and training network, the emotionally gripping Send Silence Packing® traveling exhibit, and our compelling Active Minds Speakers – we are changing social norms and behaviors related to mental health across the country.

For more
information on
Active Minds,
please visit our
[website](#).



"After my brother's death, and knowing how preventable it was, I resolved — no matter what — to do something to change the way we approach mental health in this country.

ALISON K. MALMON

Founder and Executive Director,
Active Minds

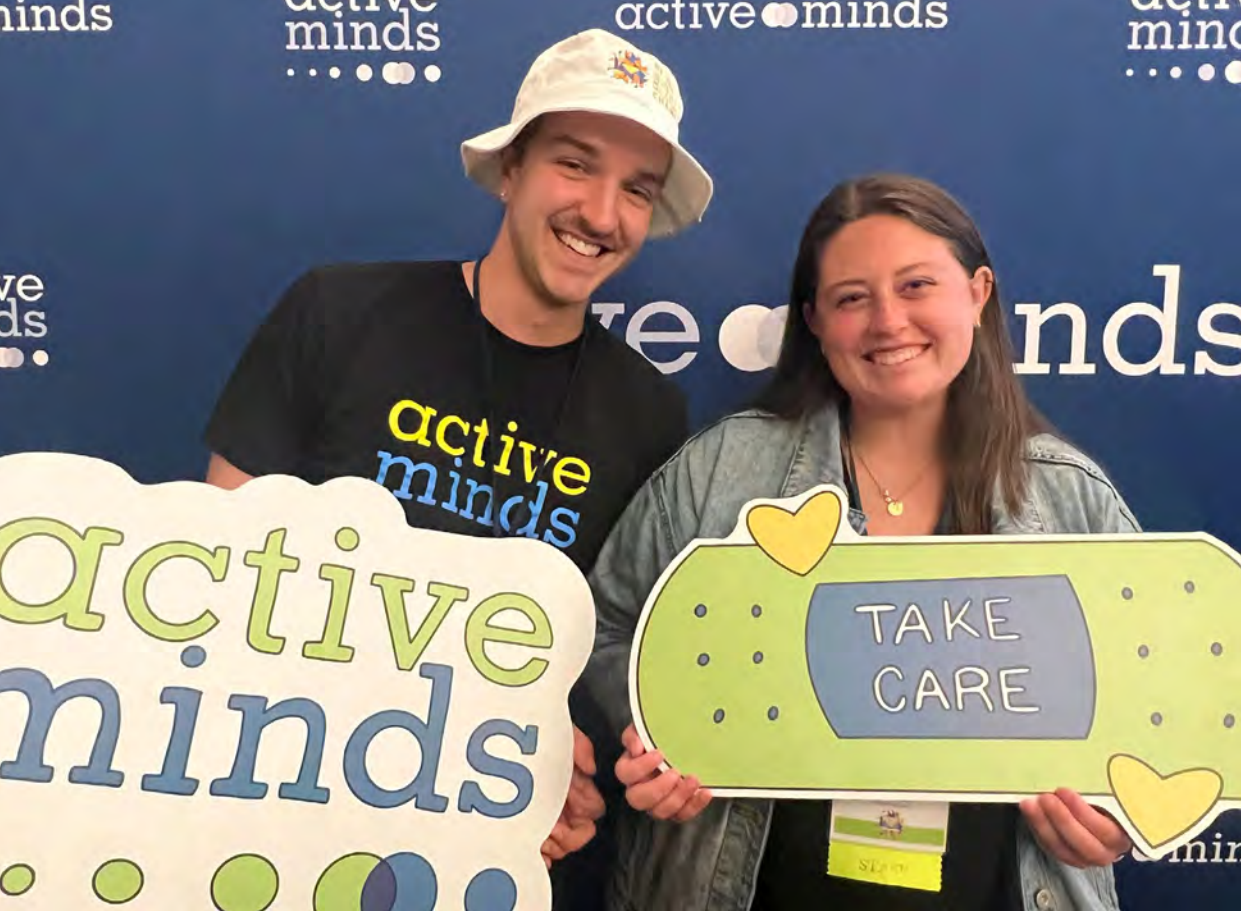
THE OPPORTUNITY

The Chief Operating Officer has the opportunity to make a transformational impact on Active Minds' broader work on how mental health is valued and prioritized by our society by strengthening the operational, human resources, communications, programmatic, and technology strategies and systems that support its organizational growth and the implementation of its new five-year strategic plan. This is an outstanding opportunity for a strategic and experienced executive leader, with a proven track record of creative problem-solving and people and change management, to join a high-impact and mission-driven organization.

The Chief Operating Officer will partner closely with the Executive Director and senior leadership team including managing the leaders of each of the core departments (Programs, Development, Marketing, and Operations) to ensure alignment, operational excellence, communication, and collaboration across the organization. The COO will drive the intersection of strategy, programs, and operations; they will align, enhance, and integrate functions, systems, processes, communications, workflows, and procedures across the organization.

The ideal candidate will be able to accomplish the following: effectively execute and achieve the goals of a new 5-year strategic plan launching in summer 2023; champion diversity, equity, and inclusion through all work, especially in human resources and staff professional development practices; and ensure the organization's overall operations and policies are sound and effective.





KEY RESPONSIBILITIES

EXECUTIVE & ORGANIZATIONAL LEADERSHIP:

- Direct support of the Executive Director, including helping to set strategic priorities, coordinating executive and leadership team agendas, organizing staff retreats, overseeing large cross-functional projects, and leading strategic planning implementation.
- Effectively execute and achieve the goals of a new 5-year strategic plan launching in summer 2023.
- Build relationships and partner with multiple constituents, including senior executives and decision-makers at all levels and across teams, as well as Board members, in order to be the go-to, trusted advisor on all issues related to and intersecting with programs, communications, people and operations.
- Ensure efficiencies in policy and process across functions and help to foster an organizational culture of collaboration, communication, and compliance.

- Represent the organization externally, as necessary, particularly in banking, lease, and similar negotiations.
- Work with the Vice President of Equity and Inclusion and the Senior Manager of People and Culture to ensure daily operations and people and project management are aligned with the organization's culture as it grows and evolves. Champion diversity, equity, and inclusion through all work, especially in human resources and staff professional development practices.
- Manage Legal Counsel to ensure that all fiscal, operational, and people functions comply with relevant laws and regulations including vendors and contractors.



- Work with Program, Marketing & Communications, and Development teams to ensure an integrated operational management approach across the organization.
- Lead organizational staffing and operational functions, transitioning to a hybrid work environment committed to a workplace of belonging.

HUMAN RESOURCES LEADERSHIP:

- Support the people, culture, and operations functions, policies, and practices to recruit, retain, onboard, manage, and develop high-caliber talent who are operating effectively and continuously improving and adapting.
- Support administration of the compensation program, including employee benefits, and ensure that these are regularly benchmarked against peer organizations.
- Model and champion an intentional focus on creating a culture of belonging, ensuring effective collaboration on all people and culture efforts.
- Support and elevate the organization's ongoing efforts for individual professional and team development for staff.

OPERATIONS & INFORMATION TECHNOLOGY LEADERSHIP:

- In partnership with the Executive Director, build upon current budgeting process and support appropriate financial stewardship within the organization.
- Provide strategic oversight to the Director of Operations to ensure that routine office operations, including maintenance of the physical office (e.g., office security, supplies procurement etc.), relationships with partners/vendors and landlords, and all operational and administrative systems work effectively and smoothly to support the rest of the organization, and ongoing efforts to adapt to a hybrid and remote workplace.
- In partnership with the Director of Operations, guide technology and operations staff in ensuring that the platforms, software, and services in use continue to meet the evolving needs of the staff. Lead strategic development of policies and processes to address IT needs and assure efficient, secure, and productive IT systems and support, including fostering a customer-service-oriented approach among IT and operations staff and vendors.



QUALIFICATIONS:



- Tenured, senior-level operational leader, ideally in a mid-size nonprofit organization, with significant managerial, supervisory, or team leadership experience.
- Demonstrated entrepreneurial and growth mindset leadership approach.
- Skilled in building collaboration and team integration of major functions (programs, development, marketing, operations).
- Skilled in processes and translating strategic vision into operational models.
- Demonstrated success applying an equity lens to leadership and management.
- Demonstrated success building and managing a collaborative and diverse team of HR, operations, and IT professionals with the ability to positively and productively enable and impact broad strategy and detailed tactics.
- Skilled in management, coaching, mentoring, and problem-solving; demonstrated ability in proactively supporting and promoting strong inter-departmental collaboration.
- Senior-level experience setting the vision and direction for an organization's human resources functions, including compensation, benefits and payroll, and collaborating effectively with DEI efforts.
- Senior-level experience, setting the vision and direction for an organization's infrastructure functions, including information technology and facilities.
- Excellent business skills with the ability to comprehend programmatic activities and convey complex financial and technical information to people with varying levels of expertise.
- Strong written and oral communicator with excellent presentation and organizational skills.
- High standards of performance, eager to pursue ambitious goals, and works hard to achieve them.
- Highly collaborative with excellent relationship-building skills.
- Exceptional customer service orientation and able to foster a resourceful, proactive, and results-oriented culture within and across teams.
- Highly flexible and adaptable with the ability to drive organizational change and build consensus internally and externally.

COMPENSATION & BENEFITS

Salary for the role is currently anticipated to range from \$155,000 - \$180,000, commensurate with experience.

Active Minds has an industry-leading and competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Paid Holidays, Company Wide Mental Health Days, 401(k) Matching, HSA and FSA Options, Life Insurance, Short Term and Long Term Disability, Fully Paid Parental Leave, Wellness Reimbursement Program, and Professional Development Stipends.

Active Minds is committed to creating a diverse, inclusive, and welcoming workplace. We are proud to be an equal opportunity employer and we encourage all qualified candidates to apply. It is important to us to reflect the communities we serve. Active Minds thus recruits, hires, trains, compensates, and promotes our staff regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.



CONTACT

Liz Lombard and Angie Sessoms of Koya Partners have been exclusively retained for this search. To express interest in this role [please fill out our Talent Profile](#) or email Angie directly at asessons@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).