**Position:** Director of Operations
**Reports to:** Executive Director
**Location:** Works remotely. **Travel occasionally required.**
**Hours required:** 40 hrs/wk. Varies depending on race/event schedule.
**Pay:** Starts at $65,000

**Wear Blue** *wear blue: run to remember* is a not-for-profit that honors the service and sacrifice of the American military through active remembrance.

**Job Description**
*wear blue: run to remember* has been growing steadily and is now seeking to dramatically accelerate growth. The board and Executive Director (ED) are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, to create systems and manage a predominantly-volunteer leadership team. The COO must be a leader who is able to help others at *wear blue* deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. This is an excellent position for a professional who is looking to dedicate themselves to a meaningful, impactful program.

**Responsibilities**
Reporting to the founder and Executive Director of *wear blue: run to remember*, the COO will lead all internal operations and have the following responsibilities:

- **Lead and manage the following responsibilities:**
  - Create processes, order, and measurements for the organization
    - Infrastructure
    - Information sharing
    - Organization insurance and liabilities
    - Travel/Expenses
    - Social Media and Marketing
    - Finance, Technology, and Human Resources
- **Serve as the internal leader of the organization:**
  - Coordinate the annual operations plan and budget
  - Lead the performance management process that measures and evaluates progress against goals for the organization
  - Provide staff a strong day-to-day leadership presence, bridge national and regional operations, and support cohesion among the team
  - Be the voice of continuity within the organization
  - Create a dynamic communication flow to connect the dots between the programs
  - Plan and execute an annual staff retreat
Support additional training as needed, including Regional Coordinator/Meet-Up Training

- Cultivate the values of wear blue within the organization
- Collaborate with wear blue Leadership to create an operational five-year plan for the organization.
- Identify and implement new processes and approaches to achieve the strategic plan goals.
- In coordination with the partnered financial team, manage the accounting processes that provide the organization with quick access to financial information and enable strategic budgeting, managing the monthly operating and organizational expenses and budget.
- Create and oversee the compliance of organizational policies
- Lead the setup and execution of organizational events. Monitor and implement legal processes and requirements for the organization (charity registrations, state registrations, intellectual property, foreign qualifications, etc.), with legal assistance.
- Work with the National Board of Directors: present to the board at quarterly meetings and serve on committees as needed.

Key Qualifications

Experience and Education:

- Minimum of 5 years in an Operational Management role.
- Experience with working with Non-Profit organizations at the staff or board-level a plus.
- Management and setup of mid to large size events.
- Supervisory experience – a plus.

Skills

- 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
- Problem-solving, project management, and creative resourcefulness
- Strategic Vision and Agility - 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
- Leadership and Organization-exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top-down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team to place people in a position to succeed
• Action-Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary

• General Management—thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing

• Process and Technology Knowledge - an understanding of technology solutions and options is needed. Knowledge of Salesforce is a plus.

• Solid educational background—undergraduate degree required, MBA or similar advanced degree highly desired

Please submit resumes to: staffing@wearblueruntoremember.org