CHIEF OPERATIONS OFFICER

About the Position
Fireside Project is hiring its first Chief Operations Officer (COO). This is an amazing opportunity to join a dynamic startup and help lead us into our next phase of growth as we work towards the creation of a safer, more equitable psychedelic field.

The COO’s primary function will be to oversee the daily management of Fireside Project and help develop, implement, and scale key earned-revenue streams, with the ultimate goal of Fireside Project becoming a financially self-sustaining organization.

The COO will join our executive team, which includes the Chief Executive Officer and Chief Strategy Officer. The position reports to the CEO.

Responsibilities include, but are not limited to:

- Oversee the day-to-day management of Fireside Project, including the Psychedelic Peer Support Line;
- Develop, implement, and scale business strategies, plans, and procedures to enhance company performance and growth, with the goal of helping Fireside Project become a financially self-sustaining organization;
- Oversee Fireside Project’s transition from a fiscally sponsored project to a 501(c)(3) organization;
- As a member of our Executive Team, help shape Fireside Project’s overall organizational strategy and message, and incorporate these into the broader vision for our work;
- Serve as a culture builder and ambassador for the organization, with a passion for creating diverse, equitable organizations.
- Provide leadership, thought partnership, and tactical support to ensure that all organizational systems, policies, and practices reflect our Guiding Principles – excellence, non-judgment, accountability, compassion, and transparency.
Candidate Qualifications and Experience
The ideal candidate will possess the following qualifications and experience:

- An advanced degree in business administration, operations, or equivalent experience;
- Deep knowledge of strategic finance with experience managing and scaling growing organizations;
- 10+ years of professional experience with at least five years of senior management experience in a high-performing organization. Experience working in a non-profit preferred;
- Excellent leadership skills, business acumen, and ability to effectively manage, lead, and supervise a multidisciplinary team;
- Track record of successfully meeting or exceeding organizational targets, achieving ambitious goals, and driving significant impact;
- Proven ability to lead organizational change, with an eye for getting to an enduring result and through a process that strengthens trust and organizational relationships;
- Proven ability to leverage financial and operational metrics to drive organizational decisions and achieve strategic objectives;
- Outstanding organizational and leadership abilities;
- Proficiency with online organizational tools, preferably Airtable or similar software;
- Knowledge of the psychedelic field preferred

LOCATION: Virtual, with quarterly in-person meetings on the West Coast of the United States
- The candidate must be able to work from 9:00 a.m. to 5:00 p.m. PT
- A candidate living in Pacific Time or Mountain Time strongly preferred
- We will not consider candidates living outside of the United States

Who We Are
Fireside Project is creating systemic change in the field of psychedelics in three key domains: safety, diversity, and equitable access. Through our Psychedelic Peer Support Line, which provides free, confidential support by phone, text message, and mobile app to people during and after their psychedelic experiences, we have created a nationwide safety net for people during and after their psychedelic experiences that has substantially decreased 911 calls and hospitalizations and reduced physical and emotional harms while democratizing access to high-quality care. Through our Equity Initiative, we are creating a pipeline of diverse clinicians and facilitators to redress the lack of diversity and culturally attuned care in the psychedelic field.

COMPENSATION AND BENEFITS: Compensation is commensurate with experience, and may include an annual performance bonus. Full benefits are provided.

Fireside Project is rooted in the practices of belonging, equity, and justice. We seek to honor, equip, and inspire a diverse community of volunteers and staff. With care and recognition, we encourage applicants from groups that have been systematically excluded from the psychedelic movement to apply. We make hiring decisions without
regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class.