Project Veritas
Chief Operating Officer
Position Description

Summary:

We are looking for a self-motivated person who is already personally aligned with our mission and vision and not afraid to put in both time and effort to fulfill them as well as acquire new skills and share previously acquired knowledge and experiences to ensure success at individual, departmental and corporate levels in PV's local, regional, state and national activities. We are looking for a resilient leader who has demonstrated our Core Values in their life, who will serve our diverse, unique team to assist our ever evolving successes and move mountains.

The Chief Operating Officer (COO) reports to the CEO and provides leadership and counsel in the prioritization and the execution of major and minor operations and projects across the business. The COO is responsible for the functioning of, and successful execution from, each of the departments of Project Veritas. The COO is responsible for assisting each department with long-term planning, resourcing those departments appropriately, and accountable for their successful delivery of goals. The COO will actively execute, monitor and be conversant with a wide diversity of issues, challenges and ongoing initiatives, in order to drive workflow across the organization, and identify and prevent cross-department other challenges that arise in our fast-paced organization. The COO serves as an active member of the PV executive management team helping to develop and implement PV's vision and mission.
The COO's success is measured and rewarded not in terms of individual accomplishments, but in the organization meeting its overall goals. The COO should be two parts operations expert, one part strategic and long-term thinker.

<u>Primary Duties and Responsibilities:</u>
Develop, communicate, and implement a clear and comprehensive operational strategy to meet annual goals, and develop metrics (e.g. stories released/yr, fundraising goal, etc.) directly with the CEO and relevant directors. Communicate to staff a vision of short and medium term organizational goals and create milestones on the path to achieving them.
Monitor all active projects and initiatives and keep the CEO abreast of progress and challenges. This will involve driving daily and weekly workflow items at speed in conjunction with a Chief of Staff, filling in gaps where needed, and developing process improvements on the fly. Make recommendations and execute all staffing decisions, maintain accountability for successful performance of key hires and responsibility to delivering staffing decisions to employees. Drive and influence decisions regarding operations effectiveness, budgets and future growth that reflect both the mission/vision and sound business principles.
Design and implement operational processes and policies to build and maintain world class capability, implementing systems and controls.
Secondary Duties and Responsibilities:
Develop and implement metrics for the tracking and monitoring of weekly, quarterly and annual goals set by the leadership to evaluate overall performance.

Act as a human resource listening post to assist the CEO in anticipating and addressing the needs of the organization and the people in it.
Develop systems, procedures and effective tools for the planning, reporting and managing of the company's operations and financial performance.
In conjunction with the Chief Compliance Officer, monitor changes in legal, regulatory and administrative environments and implement changes in procedures and processes needed to maintain compliance while maximizing operational and financial results. Maintain effective working relationships across the organization and facilitate collaboration among and between various departments.

Qualifications:
12-18 years of professional experience.
Experience as a Chief Operating Officer for a similarly sized organization, or as a Chief of Staff for an organization of 50+.
Demonstrable executive experience in the media, government, or private sector.
Evidence, explicit and measurable, of success at the whole-of-organization level (e.g grew fundraising by X%, implemented new strategy with specific results, pioneered new product line that increased sales, etc.).
Ability to learn quickly and work proactively with minimal direction.

Please contact Jen@projectveritas.com