

Position Title: Chief of Operations (COO)

Organization: The Project With A Purpose Inc

Location: Remote

Reports To: CEO

Position Type: Volunteer

Position Summary:

The Chief of Operations (COO) plays a key leadership role in overseeing the daily operations and long-term growth of The Project With A Purpose Inc. This position focuses heavily on building and maintaining relationships with corporate sponsors and community partners to strengthen the organization's programs, fundraising capacity, and overall mission impact.

The COO will work closely with the Executive Director to ensure organizational efficiency, develop sponsorship strategies, and support initiatives that promote veterans' mental health and community outreach.

Key Responsibilities:

- Operational Leadership
- Oversee daily operations and ensure alignment with the organization's goals and mission.
- Develop and implement systems that improve internal coordination, accountability, and communication.
- Collaborate with department leads to support programs, events, and outreach initiatives.
- Corporate Sponsorship & Partnerships
- Identify, pursue, and secure corporate sponsorship opportunities that align with the organization's mission.
- Develop sponsorship packages and proposals tailored to potential corporate partners.
- Build and maintain strong, lasting relationships with business leaders, donors, and sponsors.
- Coordinate recognition and engagement opportunities for corporate partners (events, media, and social campaigns). Track sponsorship deliverables and ensure partners receive agreed benefits and acknowledgments.

Strategic Planning & Growth

- Assist in developing and executing strategic plans to support organizational growth and sustainability.
- Collaborate with the Executive Director on annual budgets, financial planning, and performance metrics.
- Monitor key performance indicators (KPIs) related to sponsorships and operations.

Team Development & Collaboration

- Support and guide staff and volunteers to ensure smooth daily operations.
- Foster a culture of teamwork, innovation, and accountability.

Qualifications:

- Proven leadership or management experience, preferably in a nonprofit or business development setting.
- Strong background in corporate relations, sponsorships, fundraising, or marketing.
- Excellent communication, negotiation, and relationship-building skills.
- Strategic thinker with the ability to manage multiple priorities and projects.
- Passionate about community service and supporting veterans' mental health.

Preferred Skills:

- Familiarity with grant writing or nonprofit compliance.
- Strong presentation and public speaking abilities.

How to Apply:

Interested candidates should email a resume and brief cover letter to theprojectwithapurpose@gmail.com with the subject line: Chief of Operations Application.