

**CHIEF  
OPERATING  
OFFICER**

**2026**

## About Opus 1 Foundation

Opus 1 Foundation is a global impact organization activating arts-powered initiatives to address today's most pressing challenges and unlock its greatest opportunities. Our programs — ranging from workforce development and community-based arts to international collaborations — aim to bridge equity divides, empower underrepresented communities, and foster unity through creativity.

## Position: Chief Operating Officer (COO)

- **Location:** Hybrid/Remote — Based in United States
- **Employment Type:** Fractional - Full-Time
- **Compensation:** TBD based on experience, expertise and commitment level.

## Role Overview

The **Chief Operating Officer (COO)** is a critical member of the executive leadership team at Opus 1 Foundation, responsible for driving operational excellence and ensuring the foundation operates efficiently and effectively in pursuit of its mission. Reporting directly to the CEO, the COO will oversee day-to-day operations, streamline internal systems, and lead cross-functional teams to align organizational activities with strategic goals. This role requires a dynamic, visionary leader with expertise in operational management, team development, and organizational growth. In certain settings, the COO may function as a surrogate or attache to the CEO, representing the organization both publicly and privately.

## Key Responsibilities

### Operational Leadership

- Oversee day-to-day operations, ensuring alignment with Opus 1's mission, vision, and strategic goals.
- Develop and implement systems, processes, and policies to improve operational efficiency and effectiveness.
- Manage and mentor department heads, fostering a culture of collaboration, innovation, and accountability.
- Ensure compliance with all federal, state, and local regulations, as well as select international and internal policies.

### Strategic Planning and Execution

- Collaborate with the CEO and executive team to develop and execute the organization's strategic plan.
- Translate high-level strategies into actionable operational goals and initiatives.
- Monitor progress against strategic objectives, providing regular updates and recommendations to the CEO and board.
- Lead efforts to recognize and celebrate donor contributions through thoughtful acknowledgments, events, and reporting.

### Financial Management

- Oversee budgeting, financial planning, and resource allocation.
- Ensure the organization's financial health by managing operational costs and optimizing resource utilization.
- Support fundraising efforts by aligning operations with donor expectations and grant requirements.

### Program and Project Oversight

- Ensure seamless integration of operational support for all initiatives.
- Allocate resources effectively to maximize program impact and ensure timely execution.
- Oversee risk management processes to mitigate challenges across programs and operations.

### Human Resources and Organizational Development

- Attract, retain, and develop top talent, building a diverse and inclusive workforce.
- Lead initiatives to foster a positive organizational culture aligned with Opus 1's values.
- Implement professional development programs to enhance staff skills and leadership potential.

### Technology and Innovation

- Leverage technology to streamline operations and enhance program delivery.
- Identify and implement tools to improve data management, reporting, and communication.
- Stay informed on industry trends and innovations, integrating best practices into operations.

## Qualifications

- Bachelor's degree in Management, Business Administration, Marketing, Public Administration, or a related field required; advanced degree (MBA, MPA, or equivalent) preferred.
- Minimum of 7–10 years of progressive leadership experience, with significant responsibility for operations, strategy, or organizational management.
- Demonstrated experience in nonprofit, social impact, arts-based, or mission-driven organizations strongly preferred.
- Familiarity with venture philanthropy, blended capital models, or impact investing frameworks is a plus.

### *Operational & Strategic Expertise*

- Proven track record of driving operational excellence, including building scalable systems, processes, and policies.
- Strong ability to translate vision and strategy into executable operational plans, KPIs, and workflows.
- Experience overseeing cross-functional teams and aligning programs, finance, and administration toward shared goals.
- Demonstrated capacity to act as a strategic partner to the CEO, including representing leadership internally and externally when needed.

### *Financial & Resource Management*

- Experience overseeing organizational budgeting, financial planning, and resource allocation.
- Strong understanding of nonprofit financial management, compliance, and risk mitigation.
- Ability to optimize operational costs while supporting growth and programmatic impact.
- Experience aligning operations with donor, grant, and reporting requirements.

#### *Fundraising & Donor Operations (Operational Support)*

- Working knowledge of nonprofit fundraising operations, including donor stewardship, reporting, and compliance.
- Experience supporting major gifts, institutional funding, and corporate partnerships through strong operational infrastructure.
- Ability to oversee systems and processes that support donor recognition, engagement, and accountability.
- Proficiency with donor management systems (CRMs) and fundraising-related technologies.

#### *Human Resources & Organizational Development*

- Proven ability to recruit, retain, and develop high-performing teams, including senior leaders.
- Strong commitment to diversity, equity, inclusion, and belonging in hiring, culture, and leadership development.
- Experience building performance management systems, professional development pathways, and leadership pipelines.
- Skilled in fostering a values-aligned, collaborative, and accountable organizational culture.

#### *Technology, Systems & Innovation*

- Experience leveraging technology to streamline operations, improve data integrity, and enhance communication.
- Familiarity with tools for project management, financial tracking, CRM, and internal collaboration.
- Forward-looking mindset with the ability to identify and implement best-in-class operational practices.
- Comfort navigating organizational change and digital transformation.

#### *Leadership & Communication*

- Exceptional interpersonal and relationship-building skills across staff, board members, donors, and external partners.
- Clear, confident communicator with strong written and verbal skills.

- Ability to lead with empathy, decisiveness, and integrity in complex, fast-evolving environments.
- High emotional intelligence and sound judgment when balancing mission, people, and performance.

## Why Opus 1?

- Be part of a visionary organization at the forefront of arts, advocacy, innovation and impact.
- Work in a creative and collaborative environment that values free-thinking, diverse perspectives, bold action and inclusivity.
- Contribute to transformative projects & program that make a tangible difference in communities worldwide.

## How to Apply

Please send your **resume**, a short **cover letter**, and **portfolio of relevant work** explaining your interest to **[executive@opus1foundation.org](mailto:executive@opus1foundation.org)** with the subject line: *COO Application – [Your Name]*.

Opus 1 Foundation is an equal opportunity organization and does not discriminate on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable law.

We are committed to building a diverse, inclusive, and equitable environment where all individuals—especially emerging leaders and creatives—are encouraged to apply. Opus 1 Foundation values diverse perspectives, lived experiences, and voices, and we believe they are essential to advancing social impact through the arts, culture, and innovation.

Reasonable accommodations are available for candidates with disabilities throughout the application and internship process.