



Chief Operating Officer Job Description

Healthy Birth Day, Inc. (HBD) is a 501(c)(3) nonprofit organization dedicated to the prevention of stillbirth. We are best known for the *Count the Kicks* public health awareness campaign, which educates and empowers expectant parents to track their baby's movements in the third trimester. Our goal is to save 6,000 babies from preventable stillbirth in the U.S. each year and to reduce racial and rural disparities that persist in birth outcomes.

Purpose

The role of the Chief Operating Officer is to work hand-in-glove with the Chief Executive Officer to bring to life their vision for the growth, health, and success of Healthy Birth Day, Inc. to oversee and improve the efficiency and quality of internal policies and processes, while maintaining a lens both on strategic vision and people resources.

Roles and Responsibilities

- Lead organizational operations to support program development and organizational growth
 - Oversee day-to-day business operations, such as managing multiple software platforms including Salesforce, and handle office utilities, insurance, lease agreements and office equipment. Plan and lead weekly staff and bi weekly director's meetings
 - Oversee audit of workplace processes and implement tools and resources to improve efficiencies and manage rapid growth
 - Manage the organization's cloud-based document storage system, ensuring proper organization, accessibility including security protocols
- Partner with the CEO to outline long-term organizational strategy and growth
 - Direct organization-wide strategic planning process; partner with department leads in implementing core priorities and solving strategic challenges
 - Advise the CEO on important events and areas of risk, including financial, operational and reputational risks
- Oversee human resources management
 - Ensure compliance with labor laws, HR policies, and nonprofit best practices
 - Oversee timesheet tracking and ensure timely, accurate payroll processing
 - Manage hiring processes
 - Supervise onboarding and performance appraisal processes to support employee development
 - Foster a positive, inclusive workplace culture that encourages teamwork and professional growth
- Ensure fiscal oversight and compliance
 - Initiate compliance with State Charitable Registrations, State Certificates to transact business and gambling registrations

- Support finance team and provide oversight during the monthly reconciliation process, preparation of annual budget, annual audit and Form 990.
- Manage Operations Team staff:
 - Full-time Finance Manager and part time Data Specialist and Office Assistant
- Board Engagement
 - Attend nine board meetings per year
 - Present operational updates and key performance metrics to the Board
- Other duties as assigned by CEO

Must Haves:

- Passion for streamlining internal processes and helping build a growing organization; using innovation and technology to improve our work
- Positive attitude and a commitment to diversity and inclusion
- Thrives in a fast-paced work environment
- Highly organized and self-motivated
- Exhibits polite and professional communication via phone, e-mail, and mail
- Proficient with Word, and Google Suite, at a minimum
- Familiarity with Salesforce for Nonprofits
- Ability to be flexible to handle multiple priorities simultaneously
- Ability to work independently and as part of a team

Education:

- Bachelor's degree or equivalent

Experience:

- Minimum 3-5 years of experience in leadership role within company or nonprofit organization

Physical Requirements:

- Ability to lift 25 pounds on occasion

Start Date: December 2024

Travel: Not required with this position.

Work Location: HBD is currently a hybrid-work organization. Due to the nature and importance of this role in Healthy Birth Day's operational work, the COO is required to be in the office a minimum of 3 days per week. The final candidate will have the ability to work from home in the Des Moines, Iowa metropolitan area when not working from the HBD office.

Hours: Full time, 40 hours per week, Exempt position

Benefits: Comprehensive health benefits package, 11 paid holidays per year, paid time off. Opportunity for an annual bonus if goals are met or exceeded during annual review.

Compensation: \$85,000-\$91,000 depending upon experience

How to Apply: Send cover letter and resume to employment@healthybirthday.org with the subject line "Chief Operating Officer".

Healthy Birth Day, Inc. is an equal opportunity employer. We value diversity, equity and inclusion, and we recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion is a key to innovation and excellence; therefore, we encourage people from all backgrounds to apply to our positions. Please let us know if you require accommodations during the interview process.

Healthy Birth Day, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, pregnancy or any other characteristic protected by federal, state or local laws.