



Position Title: Chief Operating Officer (COO)

Department: Operations

Reports To: Chief Executive Officer (CEO)

Position Summary:

The chief operating officer (COO) is a senior executive responsible for overseeing and optimizing the day-to-day operations of the organization, including, but not limited to, human relations (HR), information technology (IT), and facilities management. The COO reports directly to the CEO and collaborates with the executive leadership team and other key stakeholders to develop and execute operational strategies that drive efficiency, productivity, and sustainable growth. This role requires a strategic thinker with exceptional leadership, problem-solving, and decision-making skills.

General Duties:

1. **Strategic Planning:** Collaborate with the CEO and executive team to formulate and implement the organization's strategic goals and objectives. Provide input on operational strategies and initiatives to drive business growth and operational excellence.
2. **Operational Efficiency:** Identify opportunities to streamline and optimize operational processes across the organization. Implement best practices, standard operating procedures, and performance metrics to enhance productivity, quality, and cost-effectiveness.
3. **Subject Matter Expertise:** Lead the development of articles, publications, and other material to advance the mission of All Rise. Serve as faculty at training and technical events, including the annual All Rise conference.
4. **Team Leadership:** Lead a high-performing operations team (HR, IT, and facilities management), fostering a culture of collaboration, innovation, and continuous improvement. Provide guidance, coaching, and professional development opportunities to team members.
5. **Risk Management:** Identify and mitigate operational risks, ensuring compliance with regulatory requirements and industry standards. Develop and implement robust risk management strategies and contingency plans.
6. **Stakeholder Management:** Build and maintain strong relationships with internal and external stakeholders, including government agencies, affiliates, and the All Rise Board of Directors. Provide regular reports and updates to the CEO and the executive team on operational progress, challenges, and opportunities.

**Qualifications:**

- Minimum of bachelor's degree required. Advanced degree preferred.
- Nationally recognized expert on treatment courts (including, but not limited to, best practice standards and research) and other justice system reform models and approaches.
- Excellent relationships with partners in the treatment court and justice system reform fields, including, but not limited to, federal and/or state governmental agencies, nonprofit organizations, and private foundations or other funders.
- Proven experience in a senior leadership role, preferably as a COO or equivalent, with a track record of driving operational excellence.
- Strong strategic thinking and problem-solving skills, with the ability to make effective decisions in a fast-paced environment.
- Excellent leadership and team management abilities, with a focus on fostering a collaborative and high-performance culture.
- Sound financial acumen and experience in budgeting, financial planning, and cost management.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with stakeholders at all levels.
- Strong analytical skills, with the ability to analyze data, identify trends, and make data-driven recommendations.
- Knowledge of industry best practices and emerging trends in operations management.
- Ability and willingness to travel (domestically and internationally) approximately 25% of the time.

Skills:

- Strong and demonstrated project management skills.
- Excellent written and verbal communication skills, including strong and demonstrated public speaking, presentation, and training skills.
- Understanding of interdepartmental functions to ensure that organizational objectives and schedules are met.
- Ability to work under pressure.
- Superior supervision, management, and administration skills.
- Excellent time management skills, including the ability to handle multiple priorities simultaneously.
- Active listening skills, including giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Strong critical thinking skills.

Job Type: Full-time (exempt)

If interested, please submit your resume and cover letter to personnel@allrise.org on or before **Friday, February 2, 2024**.



Current Operating Status

All Rise is a hybrid employer. Typically, employees of All Rise work a combined work schedule of in-person reporting and telework. Applicants must have the capability to perform all necessary work functions both virtually and on-site. Reporting times and schedules are based on position and organizational needs. At its discretion, All Rise may lift or revise its current operating status.

Drug and Alcohol Policy

As a federal grantee, All Rise has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any All Rise worksite, while operating any All Rise vehicles, or conducting any All Rise-related activities. Employees must pass a pre-employment drug test as a condition of hire, and must notify All Rise of any alcohol or other drug-related arrest within five days. All Rise reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.

Why All Rise

All Rise is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, All Rise helps shape America's conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, All Rise and its divisions—the Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and the Center for Advancing Justice—have trained hundreds of thousands of professionals whose roles span every intercept point in the justice system.

Headquartered in Alexandria, Virginia, All Rise has more than 50 full-time employees who enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. All Rise's generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time, 11 paid holidays, flexible schedules, teleworking availability, and more. The All Rise office is accessible by metro rail and bus, offers garage parking, and is within walking distance of historic Old Town Alexandria.