Position Announcement

Chief Operations Officer (COO)

Reports To: Board of Directors

Classification: Independent Contractor (1099)

Schedule: Part-time. Two required days per month, plus any additional meetings or events.

Compensation: Contracted stipend ranging from $2,400 - $3,600 annually, commensurate with experience and qualifications.

Location: As required for program delivery and operations

About Leadership East Texas

Leadership East Texas (LET) is a mission-driven 501(c)(3) nonprofit dedicated to cultivating the next generation of leaders across East Texas. Founded in 2020 by the Greater Cleveland Chamber of Commerce, LET equips emerging and established professionals with the skills, knowledge, and experiences needed to lead effectively and serve their communities with purpose.

Each year, a select cohort participates in an immersive leadership experience focused on professional growth, civic engagement, and real-world application. A cornerstone of the program is the community impact project, where participants collaborate to design and implement initiatives that deliver meaningful, lasting benefits to the region.

Through intentional programming, partnerships, and hands-on learning, LET empowers individuals and organizations to strengthen communities, enhance quality of life, and drive positive change throughout East Texas.

Why This Role Matters

The Chief Operating Officer plays a pivotal role in shaping the future of Leadership East Texas and the communities it serves. This position is more than operational oversight—it is an opportunity to directly influence the development of emerging leaders who will guide regional businesses, organizations, and civic initiatives for years to come.

Through strategic coordination, relationship-building, and program leadership, the COO ensures each LET class experience is meaningful, impactful, and aligned with the organization's mission. The role translates vision into action by supporting volunteers, engaging stakeholders, and maintaining operational excellence.

1. Shape leadership development across East Texas
2. Build lasting partnerships with community and business leaders
3. Contribute to projects that create measurable local impact
4. Strengthen a mission-driven organization committed to positive change

Position Overview

The COO serves as the chief administrative, operational, and program leader for Leadership East Texas. Reporting to the Board of Directors, this role executes strategic direction, manages operations, and ensures effective implementation of LET's mission, programming, partnerships, and financial stewardship.

Primary Responsibilities

Organizational Leadership & Operations

- Implement and manage the annual program of work approved by the Board
- Coordinate curriculum delivery and logistics for all LET programs
- Maintain organizational procedures, systems, and operational continuity
- Ensure compliance with LET bylaws, policies, and strategic priorities
- Maintain official records, files, and institutional documentation

Strategic Planning & Growth

- Initiate and support long-range planning and organizational sustainability
- Identify emerging needs, risks, and opportunities
- Provide recommendations to the Board for organizational advancement
- Ensure continuity and consistency across program years

Financial Oversight

- Develop the annual operating budget in collaboration with the Board
- Monitor expenditures to ensure alignment with approved budget
- Prepare monthly financial and operational reports
- Maintain financial documentation consistent with LET bylaws and best practices

Membership & Sponsorship Development

- Design and implement strategies to grow and retain members and sponsors
- Maintain relationships with community partners and stakeholders
- Initiate and support fundraising and revenue-generating initiatives

Volunteer & Stakeholder Engagement

- Recruit, support, and motivate volunteers
- Foster a positive, mission-aligned organizational culture
- Serve as primary liaison between the Board and operational functions

Communications & Public Presence

- Oversee LET's marketing, communications, and online presence
- Ensure consistent messaging aligned with organizational brand and mission
- Represent LET professionally in public and professional settings

Qualifications

Education & Experience

- Bachelor's degree or equivalent professional experience preferred
- Experience working in or with organizations serving the public or community initiatives
- Minimum one year of leadership, supervisory, or management experience
- Experience with budgeting, financial oversight, or program management preferred

Leadership Competencies

- Demonstrated integrity, professionalism, and sound judgment
- Strong organizational and project-management skills
- Ability to prioritize tasks and meet deadlines independently
- Proven leadership, initiative, and problem-solving ability
- Capacity to motivate and collaborate with volunteers and stakeholders

Professional Skills

- Strong written and verbal communication skills
- Strategic thinking and planning ability
- Knowledge of marketing, outreach, and relationship development
- Understanding of government and legislative processes preferred
- Ability to manage multiple priorities under pressure

Physical & Work Requirements

- Ability to perform administrative duties including computer and office tasks
- Occasional lifting of materials up to 50 pounds
- Reasonable accommodations may be made for individuals with disabilities
- Contractor may be asked to provide physician verification of ability to perform duties and/or complete required screenings as determined by the Board

Key Performance Indicators

Success in this role will be evaluated based on:

- Effective program execution and participant satisfaction
- Financial stewardship and budget adherence
- Membership and sponsorship growth/retention
- Timely reporting and communication with the Board
- Organizational stability and continuity

Application Information

Interested candidates should submit a current résumé via email to jandrewrice@gmail.com. Applications will be reviewed beginning March 1, 2026, and will continue until the position is filled. Early submission is encouraged.