



# Chief Operating Officer (COO)

[Freedom School Partners](#), Charlotte, NC

Full Time/Onsite

## Position Overview

The Chief Operating Officer ensures strong internal operations and organizational sustainability. As a key member of FSP's Leadership Team, the COO drives day-to-day management, strategic implementation, and systems alignment to support FSP's long-term impact.

## Core Responsibilities

### People & Culture

- Foster a collaborative, inclusive, and high-performing work environment.
- Lead staff performance and development, including evaluations, retreats, and training.
- Ensure HR policies and practices are aligned with FSP's values and legal requirements.
- Make key personnel decisions in collaboration with the CEO.

### Finance & Operations

- Partner with Finance and HR teams to ensure financial health and policy compliance.
- In partnership with the CEO, oversee budget development and alignment with strategic goals.
- Evaluate and improve operational systems, technology, and processes.
- Lead internal projects, ensuring alignment with budget, goals, and policies.

### Program Oversight

- Supervise program leaders and ensure effective delivery of CDF Freedom Schools®.
- Maintain visibility at summer sites, events, and community meetings.
- Manage partnerships with CMS, CDF and key vendors (e.g., transportation).
- Lead the program's continuous improvement process.

### Strategic Leadership

- Partner with the CEO on strategic initiatives, growth planning, and Board engagement.
- Align organizational strategy with program and operational priorities.
- Represent FSP with community partners and serve as CEO designee when needed.

### Risk Management

- Ensure policies and systems minimize risk and ensure compliance.
- Regularly assess organizational risk and lead mitigation efforts.

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## Qualifications

- 10+ years of leadership and team management experience.
- Bachelor's degree in public administration/nonprofit management, business administration or organizational leadership
- Strong interpersonal, communication, and problem-solving skills.
- Proven experience in nonprofit operations, HR, or program oversight.
- Calm under pressure, highly organized, and values-aligned.
- Commitment to educational equity, social justice, and the mission of CDF Freedom Schools®.



- Valid ID, reliable transportation, and successful background/drug screening.
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### **Compensation & Benefits**

- Competitive salary
- FSP offers a generous benefits program, including vacation, holiday, and sick/personal days, as well as employer-paid health, life, and AD&D insurance.

### **Application Process**

Interested applicants should visit [www.ascendnps.org/nonprofit-careers/](http://www.ascendnps.org/nonprofit-careers/) and submit cover letter and resume for the Freedom School Partners Chief Operating Officer position. Applications are due by October 3, 2025. Please note that interviews will be conducted on a rolling basis as qualified candidates apply, so early submission is encouraged. Please be aware that we cannot accept inquiry calls.

### **Who We Are**

Freedom School Partners is a nonprofit organization that inspires young scholars to love reading and learning, believe in themselves, and create extraordinary futures. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience that helps them maintain or improve their reading ability. College student interns lead Freedom Schools and connect scholars to a broader community that believes in and advocates for them. Additionally, FSP engages parents as partners to support their scholars' success.

### **Equal Employment Opportunity**

We are an equal opportunity employer that does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or any other basis protected by law. Employment is based solely on a person's merit and qualifications.

### **Disclaimer**

The above statements describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Reports to:** Chief Executive Officer