

**Pride in the Pews**

**Job Title:** Chief Operating Officer (COO)

**Reports To:** CEO

**Location:** Remote, Greater Chicagoland Area Preferred (Must be available to travel to Chicago for office work and events)

**Employment Type:** Part-Time, Independent Contractor (20 hours per week)

### **Position Overview**

Pride in the Pews is looking for a dynamic and resourceful Chief Operating Officer (COO) to help drive our mission forward. This is a newly created position, offering an exciting opportunity to shape the future of our organization from the ground up.

We are a nonprofit organization—not a church or ministry—dedicated to advocating for the well-being of Black LGBTQ+ communities by partnering with Black-serving anchor institutions, including faith communities. As a startup with big dreams, we seek someone who thrives in a fast-paced environment, embraces challenges, and can bring structure to the hustle.

While we prefer candidates based in the Greater Chicagoland area, we are open to applicants outside of Chicago who are willing and able to travel to our office and events in the city as needed. This is a chance to work closely with the CEO to turn a vision into reality and make a tangible impact on the communities we serve.

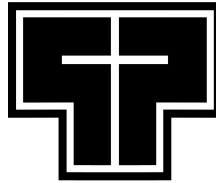
### **Key Responsibilities**

**Operational Leadership:** Lead the day-to-day operations, including program oversight, finance, human resources, and IT, ensuring that everything runs smoothly and remains mission focused.

**Strategic Planning:** Partner with the CEO to craft and execute strategic plans, translating big ideas into tangible actions that drive growth and impact.

**Financial Management:** Work with the finance team to ensure sound budgeting, financial reporting, and resource allocation. Maintain a sharp eye on the numbers to keep us on track.

**Public Representation:** Serve as an ambassador for Pride in the Pews, embodying and communicating our mission across various platforms. Our impact is not just in the work we do, but in the stories we share about it. You'll play a vital role in amplifying our message by presenting at conferences, convenings, and public forums, as well as engaging with local and national press, print, and television news.



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### **Key Responsibilities cont.**

**Team Development:** Cultivate a culture of collaboration, resourcefulness, and accountability within our small but mighty team. Mentor and empower staff to reach their full potential.

**Office Presence & Event Participation:** Be available to work from the Chicago office regularly and attend events as needed to strengthen our presence and connections.

**Process Improvement:** Constantly look for ways to streamline operations, implementing best practices to keep things running efficiently.

**Risk Management:** Keep your finger on the pulse to identify and manage risks, ensuring compliance with relevant regulations and safeguarding our operations.

**Program Oversight:** Provide hands-on oversight for programs, ensuring goals are met, outcomes are achieved, and deliverables are completed on time and within budget.

### **What We're Looking For**

- A degree relevant to our work at the intersection of race, faith, sexuality, gender, and health is required (e.g., Business Administration, Social Work, Public Policy, Master of Divinity, or a related field). An advanced degree is a plus but not necessary. What matters most is significant experience in senior nonprofit leadership and a demonstrated ability to drive organizational growth and impact in the nonprofit sector.
- 3+ years of senior leadership experience, ideally within a nonprofit or mission-driven organization.
- Strong public speaking skills and the ability to represent the organization passionately and persuasively.
- A track record of success in operational management and strategic planning.
- Experience working in a fast-paced, dynamic environment—startup experience is a plus.
- Ability to juggle competing priorities with grace and resourcefulness.
- A passion for building a team around a shared vision and inspiring others to do their best work.
- Familiarity with nonprofit financial management, including budgeting, forecasting, and financial reporting skills.
- Commitment to 20 hours per week with set hours for availability.
- Familiarity with nonprofit management or social justice sectors is a plus.



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**Compensation:**

- \$35,000 - 40,000, based on experience, for a 20-hour workweek
- Year-long contract with the possibility of extension

**Why Join Us?**

Pride in the Pews isn't just an organization—it's a movement. We're a small, scrappy team committed to creating meaningful change for Black LGBTQ+ communities, and we need someone who's ready to roll up their sleeves and make things happen. If you're looking for a role where you can have a real impact, grow with us, and help shape the future, this is your opportunity.

**To Apply**

Send your resume and cover letter to [apply@prideinthepews.com](mailto:apply@prideinthepews.com) by March 1, 2025. Please use the subject line: COO Application – [First Name Last Name].