



FOR A MORE JUST, PEACEFUL AND SUSTAINABLE WORLD

**Parliament of the World's Religions
Interim Chief Operating Officer
Chicago, Illinois**

The Parliament of the World's Religions is seeking a full-time, temporary, experienced Chief Operating Officer (COO) to co-lead the organization by overseeing its financial affairs and internal operations and procedures. <https://parliamentofreligions.org/>

MISSION

The Parliament of the World's Religions was created to cultivate harmony among the world's religious and spiritual communities and foster their engagement with the world and its guiding institutions in order to achieve a just, peaceful and sustainable world. To accomplish this, we invite individuals and communities who are equally invested in attaining this goal.

POSITION DESCRIPTION

The Interim COO will partner with the Parliament's Executive Director to ensure the organization's success in achieving its strategic goals as they relate to the 2018 Parliament, Task Force initiatives and other programmatic pursuits.

The Interim COO will supervise and manage the financial unit and activities of the Parliament, ensuring the organization's fiscal efficiency and effectiveness in all its affairs.

The Interim COO will report to the Parliament's Executive Director, but function in a partnership capacity. The Interim COO will be in consistent and seamless communication with the Executive Director.

All senior staff will report to the Interim COO. The Interim COO is not restrained in the internal management of the organization. The Executive Director and Interim COO report monthly on the affairs of the organization to the Board of Trustees' Executive Committee.

This position begins immediately, and we anticipate completion in winter to spring of 2019.

The Interim COO's responsibilities include:

- Along with the Executive Director, direct the planning and implementation of the 2018 Toronto Parliament,

- Direct day-to-day staff coordination, scheduling and prioritization of work assignments to ensure the 2018 Parliament achieves its programmatic and financial goals,
- Direct and ensure that project, work assignment and task deadlines are met
- Ensure communications are effective and timely in meeting the needs of staff, task forces, and other stakeholders and constituents.
- Oversee the management of the Parliament's budget and ensure that financial reports are accurate and timely in their presentation to the Parliament's finance committee and other key stakeholders, and
- Foster a high degree of cooperation and trust between the Executive Director and Interim COO as well as between the Chicago Board of Trustees and Toronto Board of Directors.

Requirements

- Demonstrated successful experience as Chief Operating Office or relevant role
- Proven history of organizational and leadership success
- Proven mastery of business including but not limited to Finance, Human Resources, Marketing.
- History of measurable results in planning and business development
- Successful oversight of an experienced Development and Fundraising staff
- Working knowledge of data analysis and performance/operation metrics
- IT/Business infrastructure mastery
- Skill, comfort and enjoyment in communication
- Natural aptitude and successful experience with the day to day decisions required for a COO including making decisions and solving problems.
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus

To Apply: Contact Jacqueline Janssen, 415-999-1111. Send your resume and cover letter as follows:

- In the Subject line of the email put your last name and PoWR
- Email a word or pdf document of your resume and a cover letter, in separate documents to: jacqueline@janssenrecruiting.com
- Please include where you saw the job posting
- Your candidacy will be held in the strictest confidence
- Applications will be accepted until April 15, 2018