



Chief Operating Officer (COO)

North Carolina Harm Reduction Coalition (NCHRC)

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## About NCHRC:

The North Carolina Harm Reduction Coalition (NCHRC) is a statewide nonprofit dedicated to reducing drug overdose deaths, supporting people who use drugs, and advancing public health through evidence-based harm reduction strategies. We work collaboratively with communities, public health agencies, and partners across North Carolina to ensure equitable access to life-saving services.

NC Harm Reduction Coalition engages in grassroots advocacy, resource and policy development, coalition building, and direct services for people impacted by drug use, incarceration, sex work, overdose, HIV and hepatitis.

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## Position Summary:

The Chief Operating Officer (COO) is responsible for overseeing all operational functions of NCHRC. This includes managing federal, state, and local grants; overseeing financial reporting and compliance; ensuring prompt resolution of accounts payable and receivable; managing human resources; and working across teams to ensure smooth day-to-day operations. Reporting directly to the Executive Director, the COO supervises NCHRC's Operations Manager.

The ideal candidate will be a leader in non-profit or public sector operations with a strong ability to continuously improve systems to create a more efficient and effective organization. They will be creative problem solvers who are able to help the organization's operations change and grow alongside its programs. They will have demonstrated experience with financial management, including systems like Quickbooks, to help the organization achieve its goals of implementing high-quality programs while maintaining a high level of financial oversight, compliance, and sustainability.

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## Key Responsibilities:

- Oversee all operational aspects of NCHRC, including:
    - Grants Management, including oversight of contracting, reimbursement, financial compliance, and expenditure tracking
    - Payroll processing and compliance
    - Human resources functions (hiring, onboarding, benefits administration)
    - Accounts payable, receivable, and bill payment processes
    - Collaborating with CPA, auditing firm, and Board of Directors to ensure timely completion of audit, taxes, and other required financial oversight functions
  - Ensure accurate and timely preparation and submission of all federal, state, and private grant reports and compliance documents
  - Develop and implement systems and procedures to support operational excellence and organizational efficiency
  - Collaborate closely with program staff to ensure operational needs align with program goals, timelines, and applicable funding
  - Coordinate activities with NCHRC's two operations staff, as well as programmatic teams.
  - Partner with the Executive Director and finance team to monitor organizational budgets and cash flow
  - Support organizational planning and decision making by providing timely and accurate operational data
  - Uphold NCHRC's mission, vision, and values through day-to-day leadership and management
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## Qualifications:

- 8+ years of experience in nonprofit operations, grants management, finance, or a related field.
- Demonstrated experience managing federal and state grants, including understanding of compliance and reporting requirements
- Strong financial acumen and experience overseeing payroll, human resources, and accounts payable processes
- Exceptional organizational skills and meticulous attention to detail
- Proven ability to manage multiple projects and meet tight deadlines in a fast-paced environment
- Strong written and verbal communication skills
- Experience supervising staff and fostering an inclusive, supportive work culture
- Proficiency in accounting software like Quickbooks Online is required. Familiarity with human resources, reimbursement, and payroll systems is strongly preferred.
- Commitment to harm reduction principles and NCHRC's mission.

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## Salary & Benefits:

- Salary range: \$68,000- \$75,000
- Flexible schedule with fully remote work environment
- Generous paid time off and holidays
- Health expense reimbursement
- Opportunities for professional development and training

## Location:

Fully remote (North Carolina preferred, but national candidates may be considered)

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## To Apply:

Please submit a resume and cover letter explaining your interest in the position and relevant experience [here](https://forms.gle/3QHq1wKTTjyyMDH96): <https://forms.gle/3QHq1wKTTjyyMDH96>

Applications will be reviewed on a rolling basis until the position is filled.

**NCHRC is an Equal Opportunity Employer. Individuals who have lived experience with drug use, sex work, HIV, HCV and/or incarceration are strongly encouraged to apply.**

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