



## Chief Operating Officer (COO)

**Division:** Executive Management

**Reports To:** President / CEO

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### Position Overview

The Chief Operating Officer (COO) serves as a key strategic partner to the President/CEO, providing executive leadership across organizational operations, program development, resource management and communications. This role is responsible for ensuring alignment with the organization's Vision, Mission and guiding principles of achieving organizational excellence, building a great team, creating wealth, deploying relevant impactful programs and expanding strategic business alliances.

The COO helps drive operational excellence, organizational growth and meaningful stakeholder engagement while fostering a culture of accountability, innovation and collaboration. This position plays a critical role in translating strategic priorities into effective day-to-day actions, ensuring the organization remains agile, mission-focused and positioned for long-term success. The COO may serve as an officer of the organization and its affiliated entities, as designated by the Board of Directors.

This position is an on-site role based at REI Oklahoma's headquarters in Durant, Oklahoma.

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### Key Responsibilities

#### Strategic Program Leadership

- Partner with the President/CEO to evaluate, prioritize, and guide organizational programs based on scope, impact, timing, and alignment with mission. Work with the President/CEO to develop and operationalize strategic priorities.
- Oversee program implementation, ensuring effective policies, procedures, and compliance with federal and state requirements.
- Support the development and evaluation of proposals and corresponding program metrics and impacts.

## **Resource Management & Development**

- Assist in assessing organizational needs and allocating resources, including financial, human, and physical assets.
- Provide leadership and guidance in project planning and funding strategies.
- Collaborate with CFO and other Senior Leadership Team members to develop and manage budgets, financial reporting and resource allocation.
- Support the President/CEO with efforts to secure financial resources and partnerships to advance the organization's mission.

## **Board & Advisory Engagement**

- Support the President/CEO in coordinating with multiple advisory and governing boards, task forces, committees and other groups.
- Facilitate collaboration and communication between leadership and affiliates and advisory entities.

## **Organizational Leadership & Talent Management**

- Implement personnel policies in alignment with directives from the President/CEO.
- Directly lead, guide and coach the Senior Leadership Team, including CFO, Senior Vice President(s), Vice President(s) and other direct reports.
- Foster a culture of accountability, collaboration, and high performance.

## **Communications**

- Establish and maintain effective internal communication channels to ensure organizational alignment at all levels
- Provide oversight of external communications to promote the organization's programs and objectives.
- Assist the President/CEO to strengthen the organization's visibility, reputation, and partnerships within the community as needed.

## **Success Measures**

- Programs meet or exceed impact and compliance expectations
- Strategic priorities are executed on time and within budget
- Leadership team is aligned and accountable
- Actions result in strong financial accountability, resource optimization, a positive organizational culture and team member engagement
- Successfully lead talent development, workforce planning and succession efforts
- Represent the organization with professionalism, integrity, and diplomacy.

## **Qualifications**

### **Education & Experience**

- Bachelor's degree with a focus on business, finance, banking, organizational leadership, entrepreneurship, management, accounting, and other related degrees (advanced degree preferred); equivalent training, education, and experience will be considered.
- Minimum of 10 years of senior leadership or managerial experience with responsibility for budgeting, personnel management, and policy development.

### **Travel**

- In-state and out-of-state travel required to support organizational operations, partnerships, and strategic initiatives.

### **Knowledge & Skills**

- Strategic thinking with strong execution
- Proven ability to lead, motivate, and inspire high-performing teams.
- Strong interpersonal and communication skills.
- Demonstrated expertise in financial management, resource development, communications and service.
- Effective decision-making, delegation, and organizational leadership capabilities.

### **Professional Development**

- Collaborate with the President/CEO to pursue ongoing professional development in leadership, management, communication, and human relations.
- Engage in continuous learning to enhance effectiveness and organizational impact.