



# SCREEN SANITY

## CHIEF OPERATING OFFICER (COO)

### About Screen Sanity's Organizational Growth

Screen Sanity has evolved from a passionate startup into a leading force in the digital health and wellness movement. As we transition into a scale-up phase, we recognize the need for a complementary visionary leader to sustain and amplify our impact. Enter: the Chief Operating Officer (COO).

Reporting to the President, the COO will have overall management responsibility for growing an impactful organization with a ~\$1 million annual budget and 10+ employees.

This full-time position is for immediate hire.

### Why This Role Matters

The COO will serve as the right hand to our Co-Founder/Chief Executive Officer, providing operational excellence and innovative leadership to ensure long-term sustainability. This is a once-in-a-career opportunity to help shape the future of a USA-based, mission-driven nonprofit that is transforming how families, schools, and communities across the globe navigate the digital world.

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## Position Responsibilities

### Strategic Leadership & Organizational Growth

- Partner closely with the CEO/Co-Founder to translate vision into actionable strategies, driving efficiency and scalability.
- Lead the development and execution of organization-wide strategic initiatives, ensuring alignment with mission and impact goals.
- Cultivate and reinforce a high-performance culture that empowers staff and fosters collaboration.
- Act as a thought leader, bringing cutting-edge operational and business intelligence strategies to enhance Screen Sanity's effectiveness.



## Operational Excellence & Team Development

- Lead and develop the operations team, ensuring systems, structures, and processes support growth.
- Oversee financial planning, budgeting, and cash flow management in partnership with the Product and Program Development team to ensure fiscal sustainability.
- Guide legal, compliance, and governance processes, particularly as Screen Sanity expands globally.
- Foster a culture that encourages collaboration between departments and recognizes positive contributions.
- Maintain a business-oriented, professional, and results-driven environment across the organization.
- Strengthen hiring and talent development by refining job descriptions and recruitment strategies to attract top-tier talent.

## Innovation & Impact Expansion

- Work alongside program teams to develop scalable, data-driven strategies that enhance product reach and lifecycle management from design to evaluation.
- Identify and implement operational efficiencies that drive impact, particularly as Screen Sanity scales to new communities and sectors.
- Lead special projects and pilot initiatives to push the boundaries of digital wellness innovation.
- Establish partnerships with key stakeholders, ensuring best practices and insights from diverse industries inform our work.

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## Who You Are

- A people-first leader who excels at developing teams, fostering culture, and navigating complex challenges with grace.
- A mission-driven innovator passionate about digital wellness and making a tangible impact on families and communities.
- A strategic powerhouse who thrives in high-growth environments and knows how to build systems for scale.
- A financially savvy operator who understands nonprofit funding structures and can translate big ideas into sustainable growth.
- A connector and collaborator who sees opportunities where others see obstacles and brings people together to make big things happen.



## Skills and Qualifications

- Passionate commitment to Screen Sanity's mission, employees, and stakeholders.
  - Demonstrated leadership skills with a track record of success.
  - Excellent written and verbal communication abilities.
  - Minimum of five years of leadership experience, including time in a management/supervisory role.
  - Strong ability to lead and supervise a team.
  - Willingness to travel as needed (expected to be minimal but subject to change).
  - Entrepreneurial, independent, and self-starting mindset.
  - Comfortable speaking to groups of all sizes.
  - Experience working with executives, board members, and volunteers.
  - Familiarity with national and international nonprofit organizations.
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## Why Join Us?

This is more than a job—it's an opportunity to help shape the next chapter of a movement. At Screen Sanity, we are committed to fostering a culture of innovation, impact, and authenticity. If you're ready to lead, build, and innovate for a cause that matters, we'd love to hear from you.

## Apply Now

To apply, submit your resume and a cover letter detailing why you are excited about this opportunity to [insert email or application link].



## RACI Matrix

The RACI framework provides clarity on roles and responsibilities between the CEO and COO.

Task	CEO	COO
Vision (general)	R, A	A, C
Funding (general)	R	A
Strategy (general)	R	A
Culture (general)	A	R
Operations (general)	A	R
Ensure all content aligns with mission, vision, and values	A	R
Attend Board meetings and provide reports/updates on staff, work progress, and timelines	A	R
Foster a collaborative work environment, encourage professional development, and champion accountability among staff	C, I	R, A
Continually foster a culture of collaboration and recognition	C, I	R, A
Inspire a professional, results-driven environment across the organization	C, I	R, A

### RACI Key:

- R - Responsible: The individual(s) who do the work to complete the task.
- A - Accountable: The individual who is ultimately accountable for the task.
- C - Consulted: Those who provide input and feedback.
- I - Informed: Those who need to be kept informed of progress.