



Position Description Chief Operating Officer

About M44

MoreFor4, Inc. is a national 501(c)(3) nonprofit organization that addresses unmet financial and other needs of persons living with Stage IV cancers. In addition to unique programming BY and FOR our diverse community, **M44** creates innovative, customized, rapid-response solutions for individuals who lack fiscal resources, family, and adequate support systems.

All **M44** decision-making, policy positions, planning, and programming fit within a sweeping national effort we call **The MoreFor4 #NoPainCampaign**. Our bold, long-term initiative centers on the simple premise that cancer-related pain is not limited to physical symptoms of the disease and the toxic side effects of treatment. Other devastating forms of PAIN include the profound consequence of myriad social determinants of health—such as poverty, systemic racism and other forms of discrimination, lack of support systems, isolation, and the erosion of a sense of true belonging. As no one should navigate the complex challenges of a Stage IV cancer diagnosis alone, our unique online community—**MoreCorps**—will offer a place of support and belonging. This part is relatively easy to do. Conversely, the utter lack of fiscal and other support systems in today's landscape DEMANDS *transformative* change. And so... where solutions already exist, we shall find them. Where *nothing* exists, **M44** will harness our relentless “can-do” spirit and programmatic expertise to rectify shortcomings to, at very least, reduce pain... how and where we can.

To begin, we have identified seven initial programs that will be introduced incrementally over coming years—starting in 2025: **CannaCares**, **Rapid Response**, **HomeMatters**, **JEDI Action**, **MoreCorps**, **IMAGINE – Stage4 JobCorps**, and the **M44 Legacy Store**. Programming is deeply interconnected, as someone coming to **M44** for help may benefit from each of these programs simultaneously.

Job applicants have absolutely no obligation to disclose their health status, legally or otherwise. However, **IMAGINE – Stage4 JobCorps** is our human resources department—with a twist. Many people with Stage IV cancer have difficulty securing and maintaining employment. With great intention, we will create employment opportunities for individuals who live with Stage IV cancer that are customized to their talents and interests while accommodating medical appointment schedules, side effect management, and expected days where staff does not feel well enough to work. This will certainly make **M44** staffing more complicated, but this approach aligns with our mission and the core tenets of the **#NoPainCampaign**.

If you are a cancer patient, we invite you to discuss your needs with us during the interview process. We may be able to split positions into two or more roles. Likewise, we will offer part-time options that allow folks to earn income (at permissible amounts) without jeopardizing SSDI benefits. In this, we aim to help people with Stage IV cancers achieve a better quality of life — by having more money in their pocket each month AND spending their precious time in ways that are truly meaningful to them. If you must have a job in order to get by — we want you to **LOVE** your work. **And that's what IMAGINE is all about.**

MoreFor4, Inc. is an equal opportunity employer. All qualified applicants shall receive consideration for employment without regard to gender, gender identity, race, color, religious creed, national origin, age, sexual orientation, physical or mental health disability, or protected veteran status. Most positions require lived experience (as a Stage IV cancer patient or care partner/caregiver) or a professional background that demonstrates an in-depth understanding of the Stage IV community and person-centered practices. In some other cases, an applicant's core competencies, commitment, hopeful nature, and willingness to learn may be sufficient.

Position Overview

MoreFor4 seeks a seasoned, systems-savvy servant-leader to join our team as our first **Chief Operating Officer (COO)**. Working closely with the CEO, CFO, CDO, Chief of Staff, Executive Director, and Program Directors, the **COO** will ensure that our systems, policies, and internal operations drive and support **M44's** mission and strategic vision. Responsible for all non-programmatic operations, the **COO** acts as **M44's** organizational integrator—bringing together strategy, compliance, HR, technology, evaluation, vendor coordination, and infrastructure into a cohesive, mission-aligned framework. This leader will turn vision into action and complexity into clarity—assisting the organization to reach optimal functioning, from early start-up mode through our long-range plans for ambitious and continually-expanding growth and impact.

Our ideal **COO** candidate is both a **builder** and a **refiner** — and someone who is at home with the ambiguity of start-ups as they work to introduce, formalize, and routinely re-evaluate operational systems that will only increase in complexity as we expand. In this, our perfect **COO** can create calm from chaos, and has a special fondness for spreadsheets, CRMs, and digital project management tools.

As a key responsibility, the **COO** will assume “ownership” of our agency-wide strategic plan, driving not only development of and modifications to the plan itself, but also our collective efforts to meet designated goals and measurable objectives. As the connective hub across departments, we will count on this leader to translate big ideas into painstaking details, introduce real-time tracking and other systems, and create efficient processes that maximize targeted outcomes, produce meaningful reporting, and ensure high-level accountability. Most importantly, as a result of all this work, **M44's COO** will help enhance and improve the lives of people who live with Stage IV cancers.

REPORTS TO: Chief Executive Officer

DIRECT REPORTS:

With exception of **IMAGINE**, position titles have not yet been identified. Also, these other roles will be introduced over time. The **COO** will influence the order and timing of new staff hires but should be prepared to initially run this department independently and without additional person-power (outside of consultants).

Director, **IMAGINE – Stage4 JobCorps** (Human Resources)
Administrative & Technology Support Staff
Board and Staff Training Division
Evaluation & Data Systems Consultant(s)
Vendor/IT Relationships
Additional staff as **M44** grows

What You'll Do

1. Strategic Operations & Leadership

- Implement and manage systems that ensure **MoreFor4's** daily operations run efficiently, ethically, and in alignment with our mission.
- Lead cross-departmental coordination and planning, supporting internal communications and structural cohesion.
- Translate strategic plans into actionable steps, monitoring progress and ensuring timely execution.
- Support internal planning across departments, helping **M44** stay aligned, focused, and integrated.
- Prepare reports and present at Board meetings as requested.

2. Internal Systems & Infrastructure

- Build and refine internal policies, procedures, and digital tools to support data collection and other documentation, compliance, and workflow management.
- Oversee development and use of project management platforms, HR systems, and cross-team operational tools.
- Help identify, select, and introduce new technologies to increase operational efficiency.

3. Compliance, Reporting & Risk Management

- Ensure that M44 complies with all legal, regulatory, and operational requirements, including nonprofit and employment-related standards.
- Collaborate with the CFO on financial and grant reporting, audit preparation, and IRS/state filings.
- Monitor and manage organizational risk and maintain key documentation and protocols.

4. Human Resources & Onboarding

- Coordinate recruitment, hiring, and onboarding processes during early growth stages.
- Ensure HR practices are consistent with legal standards and internal values.
- Support benefits and payroll coordination with external vendors.
- Assist with orientation materials, documentation, and training processes.

5. Evaluation, Quality Assurance & Reporting

- Design and manage systems to collect, analyze, and visualize organizational data for internal improvement and external reporting. Conduct ongoing Quality Assurance monitoring.
- Work with program staff and executive leadership to prepare summary documents, dashboards, and compliance reports for funders, partners, and other stakeholders.
- Track organizational impact, metric indicators, and outcomes across programs and departments.

6. Collaboration & Communication

- Support executive leadership with implementation of key organizational priorities.
- Provide systems-level support to Directors across M44 programs.
- Act as liaison across departments to ensure clarity, consistency, and operational support.

7. Advocacy & Awareness

- Advocate for the needs of individuals living with Stage IV cancers. This activity will be in partnership with other M44 departments and is an ongoing, agency-wide effort. Everyone at M44 is an Ambassador, WayMaker, and message Amplifier.

QUALIFICATIONS:

Education & Knowledge-Base:

Bachelor's degree required. Master's degree in Nonprofit Management, Public Administration, Business, or a related field is preferred, although length of service in similar roles may be considered an equivalent to formalized classroom learning and degree attainment. Demonstrated knowledge of nonprofit operations, HR regulations, strategic planning and goal setting, risk management, and digital systems required.

Experience:

- Minimum of 10 years in nonprofit or mission-driven operations
- Minimum 5 years in senior leadership positions, including organizational operations oversight
- Experience managing compliance systems, data tracking, and digital platforms
- Familiarity with human resources law and internal policy development
- Demonstrated ability to lead within a fast-paced, collaborative, and remote environment

Other Preferred Background & Experiences:

- Experience leading infrastructure development and evaluating suitability of current systems
- Strong technical aptitude with a range of digital systems and online tools
- Ability to synthesize data and prepare compelling reports
- Highly organized and systems-oriented, with exceptional judgment and attention to detail
- M44 strongly encourages applications from individuals from historically marginalized communities
- While not required, we would love someone who is bi-lingual: English/Spanish

LIVED EXPERIENCE REQUIRED: **NO.** We do, however, expect the COO to demonstrate meaningful awareness of the complexities of Stage IV cancer and a deep commitment to honoring the lived realities of both M44 team members who live with cancer and the broad, diverse community we serve.

LOCATION: Remote. Modest travel may be required from time to time, but is not central to COO duties.

Employee must have reliable internet and cell phone service (there will be a system for transferring calls to your cell), desktop or laptop with audio/video capabilities, and general home office equipment needed to fulfill job responsibilities. The COO will receive a modest home office stipend in the future.

FTE: Position begins at 15 hours a week, with expectation of growing to full-time (30 hours per week) within one year (or sooner).

STARTING SALARY: \$75 per hour, with limited benefits. Salary and benefits will increase in alignment with M44 growth and associated complexities.

M44 EMPLOYEE BENEFITS:

All early positions at M44 are starting at part-time, with limited benefits. Going forward, some employee benefits will begin at 20 hours per week while others will only be available to full-time staff (30 hours a week). In general, the benefits package for **executive-level staff** will immediately or eventually include:

- Full-time, typical 40-hour a week salary at M44's intentional, full-time **30-hour a week model**
- Flexible work schedules (Rather than job sharing, the COO role likely needs to be one person.)
- Most positions can be structured to be supportive of cancer treatment schedules and side effects
- 12 paid holidays, based on U.S. federal schedule – *Plus*, YOUR BIRTHDAY or other day of choice!
- 4 weeks of paid vacation with also a full week of PTO when M44 closes for winter holiday break ("Weeks" are determined based on established hourly designation, i.e., 15 hour a week jobs vs 30)
- Generous paid sick leave: up to 60 hours per year for full-time (30-hour a week) employees
- Retirement plans are available to all staff (with M44 salary percentage match up to set caps)
- ICHRA Health Insurance (M44 individual-only contribution amount is set and increases by age)
- Annual Wellness Stipend
- Home Office Stipend (available to only staff positions that require additional office capabilities)
- Professional Development Stipend for conference attendance, CECs, or tuition assistance

HOW TO APPLY:

Please upload your resume and a letter of interest in a single PDF file [HERE](#). Label your PDF with the job title and your name, i.e., **Chief Operating Officer, FIRST & LAST NAME**. You may address your letter to [M44's](#) CEO, Mary E. Costello.

In your letter, please give us an idea of what makes you tick, and why you might like to join the [M44](#) team! We certainly want to know about your background and skills, but [organizational culture](#) is really important to us. Tell us what you want us to know about you that we won't see on your resume!

By the way, we are rule breakers – opposed to conformity and status quo. We do NOT use AI or other digital systems to evaluate resumes, nor do we believe in supposed 1 or 2-page rules for cover letters. We don't want generic. We want to see YOU. So, take the time and space you need. We WILL read what you have to say and be especially appreciative of truly thoughtful submissions that make candidates stand out.

You can learn more about us by visiting www.MoreFor4.org and watching [M44's](#) latest [video](#).