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Chief Operating Officer

📍 Remote

🕒 Full Time

🎓 Executive

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Job Description

Job Title	Chief Operating Officer
Reports To	Executive Director
Salary	\$193,235 - \$232,813
Direct Reports	3 (Director of People, Compliance Counsel, Senior Manager of Operations)
Location	Remote
Position Status	Full-time, Exempt
Today's Date	October 15, 2025

About the Role:

Over the last five years, attacks on our democracy have intensified. Deliberate barriers to voting, intimidation of election workers, and the erosion of public confidence in our elections have become central tactics in a sustained attempt to seize — and hold onto — power. In the face of these relentless attacks, All

Voting is Local and its affiliate organization, All Voting is Local Action, are

leaders in the nonpartisan fight to protect our democracy by expanding access to the ballot at the state and local level.

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We seek a dynamic and insightful leader to guide our operational strategy as we strive to meet this moment and fulfill our mission. Reporting directly to and working hand in hand with the Executive Director, the Chief Operating



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Officer is responsible for overseeing the operational, legal, and financial health of the organization. The COO will manage three direct reports and serve as a senior leader for the organization.

About You:

The ideal candidate thrives in a fast-paced, campaign-like environment, having the experience to know when to stay the course and when to pivot. You are a big thinker and big doer. You get excited about building systems and processes to support ambitious goals. You can see around corners and execute plans that manage the financial and regulatory health of our organization. You are the calm and steady leader in an increasingly fraught environment for civil society, ensuring that our mission and values are at the center of our operations. You see people as an organization's best resource and know how to build a people operation that supports both individual and organizational development and growth—at scale. You're a seasoned manager who can coach, motivate, and support a remote, distributed team and are energized by working across lines of difference. This job is posted with a location of Washington, D.C. but you don't need to live there: anywhere in the U.S. works, as it's a remote role with some occasional travel.

About Us:

At All Voting is Local, our north star is a democracy that brings people in, instead of one built on the notion that people should be kept out—bold by design because we aim to transform the systems that govern our democracy to include everyone. This commitment to building an inclusive, accessible, and equitable democracy drives both our long-term vision and our day-to-day work.

All Voting is Local works year-round with our partners to prevent partisan interference in our elections, advance fair and inclusive rules on voter registration, and remove barriers that make it more difficult for people to vote - particularly for Black, Brown, Native American, and other historically marginalized communities. As a multi-state organization with a national presence and resources, we build connections between state and national advocacy groups so that local voices and perspectives inform the national conversation around voter access.

All Voting is Local's (c)4 affiliate, All Voting is Local Action, advocates for policies and legislative priorities that expand voter access and prevent partisan interference in our elections.

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All Voting is Local and All Voting is Local Action are on the ground in Arizona, Florida, Georgia, Michigan, Nevada, Ohio, Pennsylvania, and Wisconsin. During the 2024 cycle, All Voting programs expanded access for over 13 million voters.

Responsibilities:*Organizational Leadership*

- Implement the Executive Director's vision and the mission for the organizations by overseeing operational health, and advising the Executive Director on all aspects of the organization's work, culture, and growth.
- Serve as a key member of our Senior Leadership Team (SLT) and ensure deep alignment with the EVP for States, EVP for Policy & Analytics, EVP for Communications, and Chief of Staff in developing and advancing shared strategic goals, driving the execution of core objectives, and fostering a collaborative culture in line with the organization's values.
- Model transparent, inclusive, equity-driven leadership and foster a high-performing and collaborative team culture rooted in creativity, trust, and accountability.
- Cultivate a strong working relationship with All Voting's and AVL Action's boards of directors and oversee governance matters for both organizations.

Operations

- Oversee the finances of the organization including the development of organizational budgets and day-to-day expenses and liaise with external financial vendors to ensure timely and correct presentation of the annual audits and tax forms.
- Coordinate with the Development team on the proper accounting of revenue.
- Oversee the Compliance Counsel in the management of programmatic compliance including oversight of risk management.
- Manage legal matters impacting the organization including annual federal and state reporting and engage with outside counsel, as needed.
- Manage the Senior Operations Manager and external vendors to ensure employees have secure technology, equipment, facilities, and training.
- Oversee the development and review of contracts, leases, and subgrants in partnership with the Senior Operations Manager.

People Management

- Lead, manage, and support a team of three operations professionals.
- Develop organization-wide systems, policies, and processes with a people-centered framework.
- With the People Director, provide oversight of organizational personnel

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matters, policies, and resources impacting staff to create a positive and productive culture for employees.

Guide talent development practices, partnering with our People

Director to foster training and development opportunities for our team

and to prioritize our commitment to Diversity, Equity, inclusion, and

Belonging (DEIB) practices and competencies in all of our talent processes as our organizations continue to mature and grow

- Advise the Executive Director and People Director on internal HR practices and functions, related to talent acquisition, employee relations, performance management, and retention strategy.

Minimum Requirements:

- At least 15 years of experience in operations and strategy, ideally at a national or multi-state organization, with a strong record of organizational leadership.
- Prior experience as part of an executive leadership team, C-suite, or as a deputy COO.
- Demonstrated success managing teams and complex strategies in fast-paced, dynamic environments.
- A strong understanding of financial planning, budgeting, and fiscal accountability.
- A willingness to balance big picture thinking with being a hands-on leader.
- Ability to develop, execute, and adapt strategies and priorities, leaning into a culture of continuous improvement.
- Ability to travel (at least on a quarterly basis) to support our state work, board relations, and senior team projects.

Desired Qualifications:

- Bachelor's degree or equivalent work experience.
- Experience working in a remote/distributed environment.
- Proficiency with commonly used Operations tools (such as Paychex, Replicon, Quickbooks, [bill.com](#), Asana, G-Suite.)

Employee Benefits

The salary range for this role is \$193,235 - \$232,813. All Voting offers a comprehensive benefits package, including:

- Employer-paid medical, dental, and vision insurance.
- Life, short-term disability, and AD&D insurance
- Flexible Spending Account (FSA)
- 403(b) Retirement Account with a 6.5% direct employer contribution
- Employee Assistance Program (EAP)
- Monthly tech stipend
- Generous paid time off policies that include:
 - Wellness Days
 - Vacation Days
 - Sick Days
 - Personal Leave
 - Paid Parental Leave

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How To Apply

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At All Voting, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience does not align perfectly with every qualification in this role description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Our Commitment to an Inclusive Workplace

All Voting is Local values a diverse workforce and a culture of inclusivity and belonging. We are an equal opportunity employer, and encourage applications from all individuals without regard to an individual's race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state or local laws. Women, people of color, LGBTQ+ individuals, people with disabilities, and veterans are strongly encouraged to apply.

Apply for this position

REQUIRED *

First Name *

Last Name *

Email Address *

Phone *

Address *

City

State/Province

Postal

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Resume *

Attach resume or Paste resume

Cover Letter *

LinkedIn Profile URL:

Website, blog or portfolio:

How many years of experience do you have working in operations/strategy? *

-- No answer --

Have you served on an executive leadership team, in the C-suite, or as a COO or Deputy COO? *

-- No answer --

Are you able to travel (at least on a quarterly basis) to support our state work? *

-- No answer --

On a scale of 1-5, rate your understanding of financial planning, budgeting, and fiscal accountability. *

-- No answer --

Where did you hear about this role?

Human Check *

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SUBMIT APPLICATION

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