



CHIEF OPERATIONS OFFICER

Key Position Details:

Department	Operations
Location	arthHOME, 200 Mercer Street, Seattle, WA
FLSA Status	Exempt
Position Employment Status	Full-time, permanent
Position Location	Primarily on-site
Salary Grade/Range	\$140k - \$150k
Reports to	Chief Executive Officer
Prepared/Revised Date	July 2026

ORGANIZATIONAL SUMMARY

Path with Art (PwA) envisions a world where arts engagement transforms individuals, connects communities, and is accessible to all. Since 2008, PwA has been a nationally recognized leader in strengths-based, trauma-informed arts engagement for people affected by homelessness, violence, incarceration, and substance use disorder.

POSITION SUMMARY

COO reports to the CEO and owns day-to-day operations in finance, HR, and administration, ensuring that systems run efficiently and PwA's strategic objectives are executed. Working alongside C-Suite peers, the COO translates Board and CEO vision into operational plans and keeps teams aligned toward organizational goals.

Ideal candidate: a clear communicator who is detail-oriented, flexible, highly organized, and skilled at managing multiple priorities while fostering a positive team environment.

PRIMARY RESPONSIBILITIES:

Financial Oversight - 30%

- Develop annual budget with the CEO and oversee resource allocation across all departments
- Manage bookkeeping, reconciliation, and accounting for compliant financial practices; oversee fiscal controls and process improvements
- Report regularly to the CEO, Board Finance Chair, and the Finance Committee; co-plan Finance Committee meetings and manage cashflow/expense recommendations
- Partner with department heads and program/development staff on budgeting, revenue/expense projections, and grant financial reporting
- Manage the Fiscal & Data Administrator and external CPA support; oversee tax compliance (payroll reporting, annual audit, 990, excise filings)

Leadership, Strategy, and Staff Management - 30%

- Co-facilitate leadership meetings and agendas
- Manage progress regarding the strategic plan and key initiatives, supporting the directors and CEO as needed, and coordinating consistent reporting on identified KPIs
- Serve as internal communications bridge between departments
- Directly manage: HR + Operations Director (HR and operations) and Fiscal & Data Administrator contractors, and/or permanent staff.

Human Resources (HR) Management - 25%

- Identifying strategic staffing needs in alignment with organizational goals; building sustainable, clearly defined roles in partnership with the CEO and directors
- Manage the HR + Operations Director, who leads recruitment, onboarding, performance reviews, and benefits/retirement administration
- Guide HR strategy: Employee Handbook, policies, procedures, and compliance
- Set employee relations standards that support a positive workplace culture

General Operations - 15%

- Advance accessibility, inclusion, diversity, and equity in organizational practice (with the HR + Operations Director)
- Oversee facilities, maintenance, security, and IT support
- Manage risk (liability and D&O renewal), and ensure compliance with local, state, and federal reporting, contracting, and filings requirements

SKILLS & EXPERIENCE

A strong candidate will have:

- Bachelor's degree in Business Administration, Finance, Human Resources, or related discipline preferred. Relative experience may be considered in place of some education.
- 7-10 years of progressively responsible experience in nonprofit or business management and operations, finance, and/or human resources leadership, including experience directly managing staff across more than one functional area.
- Demonstrated success leading finance, HR, and/or operations for an organization with an annual budget of \$3 million or more; experience in a nonprofit setting strongly preferred.
- High proficiency in Quickbooks Online (QBO) and nonprofit fund accounting, including budgeting, reconciliation, and financial reporting to a Board or Finance Committee.
- Direct supervisory experience, including managing performance and professional development for staff.
- Working knowledge of HR compliance and employment law in Washington State, including benefits administration and retirement plan oversight.
- Experience using project management software (e.g. Asana, Monday.com, or similar) to manage timelines and cross-functional initiatives.
- Experience reviewing and managing contracts, including vendor, legal, and financial agreements.
- High proficiency with MS Office Suite (especially Excel) and Google Suite (especially Sheets).
- Strong organizational, analytical, and problem-solving skills in a lean team environment.
- High emotional intelligence, relationship-building ease with diverse stakeholders, and a hands-on approach
- Familiarity with Salesforce and cloud storage platforms is a plus.
- Ease building relationships and inspiring confidence with a variety of stakeholders, including colleagues, board members, staff, and external partners.
- High professionalism with confidential matters; commitment to accessibility, inclusion, diversity, and equity

BENEFITS

Path with Art provides the following for employees:

- 100% employer-paid healthcare coverage including vision and dental for employees
- 401K with 3% annual employer contribution
- 13 Paid public holidays and floating holiday
- Wellness Day program
- Vacation starting at 15 days/year, scaling through service time at the organization
- Up to 12 days of sick leave annually with year to year accrual



- Commuter Benefits

WHO WE SERVE

We serve low-to-no income adults in active recovery from domestic abuse, homelessness, substance abuse disorder, mental health issues, and other trauma who are working to rebuild their lives. Our students are referred to us by over 30 social service partners. These include housing providers such as Plymouth Housing, the YWCA, and the Downtown Emergency Services Center as well as social service and mental health agencies such as the Community Psychiatric Clinic and Recovery Café.

Path with Art is an equal opportunity employer, and does not discriminate on the basis of race, color, national origin/ethnicity, gender identity, religion, sexual orientation, age or ability, or any other factor made unlawful under applicable fair employment laws.

WORK ENVIRONMENT

Path with Art is currently working in a hybrid workspace, with staff generally working from home 2 days per week and in our office adjacent to Seattle Center 3 days per week. The Path with Art office generally operates 9am to 5pm Monday through Friday. However, this position will periodically require availability outside these hours and during the weekend.

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EQUAL OPPORTUNITY EMPLOYMENT & WORKPLACE INCLUSION

Path with Art acknowledges that our society has been built on systems of oppression and exclusion. Transforming our place in these systems is integral to our core purpose of fostering the restoration and resiliency of individuals, groups, and society from the effects of trauma through arts engagement and community building.

In order to bring about our organizational vision of a world where arts access is available to all, we must acknowledge the ways in which we, too, are complicit in upholding systemic inequities, even as we seek to dismantle them. In our equity work we seek to address systemic, historical, and structural oppression. We recognize that the road to creating meaningful and lasting change is long, and we commit to walking this path with creativity, connection, hope, and possibility.

To apply please send a letter of interest and your resume to jobs@pathwithart.org.