



Fractional Chief Operating Officer Job Posting

Position Overview

We are seeking an experienced Fractional Chief Operating Officer (COO) to help lead our next phase of growth and organizational evolution. This is a unique opportunity for a strategic and operational leader to partner closely with the Executive Director and leadership team to strengthen organizational infrastructure, optimize operations, and position the organization for long-term success.

The Fractional COO will provide executive-level leadership across core business operations while helping assess, design, and implement the systems, structures, and processes needed to support a growing and increasingly complex organization. This role will also serve as a key strategic thought partner to the Executive Director and provide operational guidance to our incoming Development Director consultant as we expand organizational capacity and diversify revenue.

We are looking for a collaborative leader who enjoys solving complex organizational challenges, building high-performing teams, and translating strategy into execution. If you are energized by helping mission-driven organizations scale thoughtfully while maintaining operational excellence, we encourage you to learn more.

Responsibilities

- Collaborate with the Executive Director and leadership team to assess organizational needs, establish operational priorities, and develop strategies that support sustainable growth and long-term organizational resilience.
- Assess and strengthen the organization's operational model by redesigning structures, roles, workflows, and business processes, and leading the implementation of changes needed to ensure the organization can effectively adapt to changing strategic priorities, funding environments, and growth opportunities.
- Lead change management efforts, helping the organization adapt to evolving funding models, operational demands, and strategic priorities.



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- Strengthen the organization's operational infrastructure to support a diverse and growing portfolio of grants, contracts, and strategic initiatives.
- Build and foster a high-performing, inclusive organizational culture by enhancing operational clarity, supporting effective decision-making, and promoting accountability across teams.
- Serve as a strategic advisor to the Development Director consultant, helping align fundraising, business development, and organizational capacity planning efforts.
- Provide strategic oversight and guidance to assess organizational risks and strengthen operational functions, ensuring the organization has effective systems, processes, and internal controls that support compliance with nonprofit regulations, contractual obligations, and funder requirements.
- Identify opportunities to improve organizational effectiveness through enhanced systems, performance metrics, resource allocation, and cross-functional coordination.

Required Skills and Qualifications

- Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, Organizational Leadership, or a related field, or equivalent combination of education and experience. In lieu of a degree, the equivalent work experience of 10+ years of experience demonstrating practical mastery of the required knowledge, skills, and abilities.
- 10+ years of progressively responsible leadership experience in operations, administration, organizational development, or executive management roles.
- Demonstrated experience assessing and improving organizational structures, operational processes, and business systems.
- Experience translating strategic priorities into operational plans, performance measures, and organizational outcomes.
- Proven ability to lead organizations through periods of significant growth, restructuring, or strategic transformation.
- Experience developing and implementing policies, procedures, and operational controls.
- Strong financial and business acumen, including experience supporting budget planning, resource allocation, and organizational sustainability.





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- Excellent communication, facilitation, and relationship-building skills.
- Demonstrated ability to work effectively with executive leadership, boards, consultants, and cross-functional teams.
- Experience operating independently and managing multiple priorities in a dynamic environment.
- A remote workspace conducive to a professional working environment with audio and video conferencing capabilities.

Preferred Qualifications

- Experience working with nonprofit organizations, professional associations, membership organizations, public health organizations, or mission-driven entities.
- Experience supporting organizations with multiple funding streams, including grants, government contracts, sponsorships, membership revenue, and fee-for-service activities.
- Experience building organizational capacity to pursue and manage federal, state, or foundation-funded programs.
- Experience working with remote or geographically distributed teams.
- Familiarity with nonprofit governance and partnering effectively with executive leadership and governing boards.
- Experience supporting fundraising, business development, or revenue diversification efforts.
- Experience as a fractional or consulting executive.
- PMP or Six Sigma certification
- Ability to travel at least two to three times per year.

Leadership Attributes

The ideal candidate will demonstrate:

- Strategic thinking and practical execution.
- Sound judgment and a solutions-oriented mindset.
- Ability to bring structure and clarity to complex situations.
- Comfort working in ambiguity while building sustainable systems.



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- Collaborative leadership style with strong emotional intelligence.
- Commitment to mission-driven work and organizational stewardship.

About AIRA

The [American Immunization Registry Association](#) (AIRA) is a respected 501(c)(3) nonprofit membership organization that plays a pivotal role in promoting the development and implementation of immunization information systems (IIS) to combat vaccine-preventable diseases. With a collaborative approach, AIRA serves as a platform where IIS programs, organizations, individuals, and communities converge to pool their expertise, exchange knowledge, and advance IIS and immunization programs.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. Remote work and flexible schedules have been our way of working long before the pandemic. We celebrate our teams' diverse experiences with opportunities to share and learn from one another through our family-friendly culture.

Compensation and Perks

- Our company is remote-first. Headquarters are in Washington, DC, but all team members work remotely from their home office.
- The compensation range for this position is between \$175-\$225 per hour up to 20 hours per week.

Application Process & Submission Deadline

Applicants must submit an application packet consisting of both:

1. Cover letter stating why the applicant is interested specifically in this position
2. A current résumé or CV

All forms must be submitted in PDF FORMAT ONLY. Title the application as follows: *Fractional COO – [applicant's last name] July 2026*. Send application package to HR@immregistries.org.

The deadline for the submission of applications is **July 31, 2026**. Consideration of applicants will begin immediately upon receipt of application. All interviews will be conducted between early August and early September with an anticipated start date in September 2026.



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