



Reciprocity ROI, LLC, Chief Operations Officer – USA, EMEA, UK, EU

This role involves a constant & very close working relationship the CEO

This role is BIG picture. We want BOLD, BIG PICTURE VISION.

Help oversee our organization's ongoing operations and procedures as part of the company's command and be responsible for the efficiency of business. Our company is small and agile with the global footprint of a much larger company.

The role is a key member of the senior management team working with the Chief Executive Officer (CEO) directly. You'll have to maintain control of diverse business operations, so we expect you to be an experienced and efficient leader.

The CEO is a decorated U.S. Marine turned multi-sector corporate executive, experienced venture capitalist, and entrepreneur.

The goal of the COO for us is to secure the functionality of business to drive extensive and sustainable growth. Work in an interoperable manner with the CEO while the company expands e.g. the role will start with a very niched focus and expand per the description below:

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives (Technology, Marketing, Sales, Finance etc.)
- Lead executives to encourage maximum performance and dedication
- Evaluate performance of the company by analyzing and interpreting data and metrics
- Help foster a culture of consensus collaboration style, innovation and contiguous improvement
- Drive the company and its executives to think innovatively where we make decisions based on future probabilities within the emerging technology and geographic/demographic market(s)
- Write and submit reports for the CEO and whoever he deems, and for the company in all matters of importance
- Assist CEO in fundraising ventures and Client Development
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Monetize partner network to revenues, and manage relationships with partners/vendors and grow partner network
- Understanding of business functions such as HR, Finance, Legal, Marketing etc.
- Maintain competency with strategic planning and business development
- Experience in fundraising and different types e.g. equity, mezzanine, debt, bank etc.
- Utilize data analysis and performance/operation metrics to drive growth and innovation
- Maintain and grow working knowledge of business infrastructure components and makeup
- Maintain and grow working knowledge of economic principles, global markets, barter and trade, arbitrage, emerging technologies and emerging markets
- Maintain and grow relationships with policy makers, executive boards, planning committees e.g. civil planning agencies, economic departments
- Help derive advocacy and push the strategy and mission of the company through PR efforts and leveraging our mission in favor of WIIFM – What's In It For The Market(s)
- Maintain outstanding organizational and leadership abilities
- Hone, develop and grow excellent interpersonal and public speaking skills
- Aptitude for decisiveness, big picture thinking, decision-making and problem-solving
- Work together with our CEO and with key executives on our team to compile budgets



- Spearheading strategies to steer the company's future in a positive direction
- Driving the company's operating capabilities to surpass retention and company goals
- Help control company costs and introduce tactical initiatives to address theft and other losses (IP, Breach of Contracts etc.).
- Working with the CEO to help in monitoring invoices, money handling procedures, accounting and bank processes.
- Working with the CEO in preparing timely and accurate financial performance reports.
- Helping in overseeing marketing initiatives and implementing better business practices.
- Help ensure growth and expansion into new technology pillars
- Help ensure growth and expansion within current technology pillars
- Help employ various initiatives to grow/hire our executive team e.g. both present and future executive team
- Assess and implement improved processes and new technologies and collaborate with executives in the company regarding the implementation of these improvements.
- Help drive vision regarding the way the market sees the company, and our 3–5-year growth plans.
- Help drive opportunities where we can acquire or build IP or various tech and/or build new pillars, products etc.
- Team member is encouraged to pursue board advisory positions as this will aid the growth of themselves and Reciprocity ROI, LLC further with presence and stature in the marketplace

Must have:

1. Entrepreneurship and Building businesses/Operational building
2. Experience working on greenfield projects to revenue e.g. bootstrapping
3. Sales/Marketing experience
4. Innovative and open minded
5. Either or all of experience in investing, working in VC or raising capital in general
6. Excited for entrepreneurship, venture capital and innovation
7. Must be a risk-taker
8. Has to have a deep sense of accountability, responsibility and integrity/commitment/loyalty
9. Excellent communicator and in a timely fashion at all times.

IMPORTANT: KNOW the difference between:

- a) **what a founding team member and an employee is**
- b) **being an entrepreneur and an employee**
- c) **how EACH are compensated**

Nice to have:

1. Interest in other emerging tech
2. Interest in board roles
3. Experience as a public speaker or author
4. Experience in Robotics/AI

Reciprocity ROI is an Innovation Consulting Firm that solves unmet needs with emerging technologies for startups, large enterprises, and venture capital firms; Creating technology success stories by innovating products, market development, and commercialization strategies; Scaling the success of our partners quickly through our relentless approach for ROI.