



## Job Description

<b>Job title</b>	Chief Operating Officer, Project Veritas & Project Veritas Action, Inc.
<b>Reports to</b>	James O'Keefe, Founder, Chairman, CEO, Veritas Companies

### Job purpose

Project Veritas, a 501c3 corporation with a mission of investigating and exposing waste, fraud abuse, corruption, dishonesty and self-dealing in order to create a moral ethical and transparent society, has become a world renowned Investigative Media Organization which has dominated headlines during the 2016 Presidential election. Its videos have earned some 100 million views on social media around the world in the fall of 2016 alone. Project Veritas has conducted and produced dozens of long-term undercover sting operations since 2010 that have induced congressional actions, state legislation, high level corporate and government resignations, White House reactions, and front page headlines in nearly all major state and national media. By following its motto, "Content is King," Project Veritas is changing the media landscape with a content manufacturing mechanism that pumps hidden camera bombshells into various platforms that forces a change in the national consciousness; and in the process, redefining journalism in our modern era.

In 2016, Project Veritas had a \$5 million dollar budget and a staff of 30, including 12 trained "special forces" undercover journalists, producers, world class legal team and a brand new, 8,000 square foot production studio facilities in Westchester, New York. In 2017 we've increased our budget and expanded our staff to 40-50. We've been presented with a number of opportunities for expansion of its journalism programs and need a Chief Operations Officer to set comprehensive goals for performance and manage the business of the company for rapid growth and execution of its special mission.

PV is seeking an individual to serve as Chief Operations Officer.

This person will:

- Free up James O'Keefe to do the artistic work that will better accomplish the mission with his journalism team exposing truth about society's institutions; to maximize PV's media presence and effectiveness.
- Improve productivity to maximize output in order to stay relevant in the weekly and monthly news cycles
- Position PV to scale and become the nation's premier undercover investigative media organization
- Build PV's audience so that PV will eventually monetize traffic, Develop "Crowdsourced Journalism:" creating (inhouse or vendor) software and

hardware whereby hundreds of “civilian journalists” can wear hidden video cameras, upload video/audio in real time, develop and participate in for-profit expansion activities

### **Duties and responsibilities**

Project Veritas contains the following departments:

- Field Operations
- Production
- Media and Marketing
- Fundraising
- Infrastructure
- Administration
- Compliance (Attorneys in 1<sup>st</sup> amendment, FEC, civil defense, contracts)

The Chief Operations Officer will be responsible for;

- Oversee, own and drive specific operations (IT, Marketing, Events Donor Systems and Process Management, Finance, HR, Administration, Legal, Internal Communication, Contract Negotiations, Business of the Business)
- Set comprehensive metrics and goals for performance and growth
- Lead employees to encourage maximum performance
- Evaluating performance by analyzing and interpreting data and metrics
- Hold all staff from the top down accountable for job performance
- Driving performance measures for the organization
- Assist CEO in business expansion ventures
- Compliance oversight
- Keeping the CEO informed in real time

As a contrast, The Chief Executive Officer, James O’Keefe will focus on driving the following areas:

- Creative / Strategy / Vision
- Field Operations
- Production
- External Communications (Outbound messaging, traditional PR)
- Large Donor Relations and Prospecting Clients
- Recruiting/Training

Areas of Collaboration between the COO and CEO will Include:

- HR
- Legal
- Donor Systems Processes

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

## **Requirements**

- The role requires a thick skin with an unwavering commitment to the Project Veritas Mission
- Working knowledge of data analysis and performance/operation metrics
- Aptitude in decision-making and problem-solving
- Outstanding organizational and leadership abilities
- Competency in strategic planning and business development
- Understanding of business functions such as HR, Finance, Marketing etc.
- Experience in Foundations / Non-profit management

## **Physical & workplace requirements**

Although, the position is not physically demanding, extensive and unusual hours are required due to the nature of the position, work and media deadlines. Additionally, due to the rapid tempo of the organization, the incumbent must be of a flexible and accommodating nature, willing to get the job done in a team-like environment. The position is based in Westchester, New York, which is a straight short train ride into Manhattan Grand Central Station.

## **Compensation**

The salary is flexible and commensurate with experience and competitive with VP-Operations roles and Chief Operation Officer roles in similar markets.

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