



The Front Door Agency Seeks Chief Operating Officer

The Front Door Agency, Inc. (FDA) is seeking an experienced, mission-driven Chief Operating Officer (COO) to join its executive leadership team and help lead the organization into its next chapter of growth, innovation, and community impact. This is an exciting opportunity for a collaborative leader who thrives on building strong teams, strengthening organizational systems, and delivering exceptional programs and services.

For nearly 40 years, FDA has helped families and individuals transition from crisis to self-sufficiency through its programs. Located in Nashua, New Hampshire, the agency is recognized for its commitment to preventing homelessness and creating pathways to long-term stability.

Reporting directly to the CEO, the COO will serve as a strategic partner in advancing the agency's mission and long-term sustainability. The COO will provide leadership and oversight across organizational operations, program management, human resources, compliance, technology, housing initiatives, and financial management.

The ideal candidate will be a visionary and results-oriented leader with demonstrated success overseeing complex organizational operations, developing high-performing teams, managing grant-funded programs, and implementing systems that improve efficiency, accountability, and outcomes. Key responsibilities include organizational planning and strategy implementation; oversight of agency-wide programs and quality assurance initiatives; leadership of human resources, staff development, and succession planning efforts; management of technology, infrastructure, and housing-related operations; and collaboration with the CEO and Finance team to support budgeting, compliance, reporting, and fiscal sustainability. The successful candidate will be committed to fostering a culture of collaboration, continuous improvement, accountability, and excellence while ensuring that FDA remains responsive to the evolving needs of the community.

The ideal candidate will have a bachelor's degree (advanced degree preferred), 8-10 years of senior leadership experience, preferably in the nonprofit sector, and a demonstrated track record in operations, program management, staff leadership, and grant compliance. Strong communication, organizational, and strategic planning skills are essential. Bilingual candidates are encouraged to apply.

Salary: Full-time exempt in-office position Monday-Friday with occasional evening commitments as needed. The position also includes participation in a rotating after-hours emergency coverage schedule (non-maintenance related) approximately one week per month.

Salary range: \$95,000-\$110,000 annually, commensurate with experience.

Benefits include: Health, dental, and life insurance; short-term disability coverage; Employee Assistance Program (EAP); SIMPLE IRA contributions; 12 paid holidays; and three weeks of paid vacation.

To Apply: Email your resume and salary requirements to Maryse Wirbal, Chief Executive Officer, at mwirbal@frontdooragency.org

The Front Door Agency is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.