



Chief Operating Officer

Who we are

We are UpSurge, and we are working to build Baltimore into the country's first Equitech City. At UpSurge, you'll be part of a driven, results-focused, but welcoming and casual team, on a mission to galvanize Baltimore's innovation ecosystem. It's an exciting opportunity to help shape and build a transformational initiative from the ground-up, alongside established and emerging Baltimore and national leaders. You'll be pivotal to our success as one of our executive employees, and in turn, we promise a dynamic work environment, solid benefits, a collaborative team, and the ability to interact with, influence and learn from leaders in the innovation and startup communities.

If you are looking for work in a supportive, entrepreneurial environment, are interested in building something meaningful, have the humility to do what it takes to grow an ambitious initiative from the ground up, and want to have fun while doing it, we'd love to hear from you.

Who you are

You're a leader who understands the power of systems and operations to drive a big vision, and have that rare combination of skills that can translate vision into executable strategies and ongoing operations. You are a persistent, confident, problem solver who can drive activities forward. Valuing data and accountability, you thrive on setting goals and exceeding them, and pushing the rest of the organization to do the same. You are passionate about Baltimore, business, and entrepreneurship.

You balance a breadth of experience and knowledge with an ability to manage strategically. You keep your company's high-level strategy front-and-center while understanding the details of day-to-day execution to ensure what needs to happen does happen.

You're a clear, effective communicator, both internally and externally.

What you'll do

As UpSurge Baltimore's COO, you will be joining UpSurge's executive team, reporting directly to the CEO. This is a hybrid role, based in Baltimore. The COO will:

- Play a critical role in helping to shape and guide the future growth and development of UpSurge, the Equitech vision and Baltimore's progress as a leading global innovation hub.
- Align UpSurge's systems to our organizational objectives and oversee the design, enhancement, implementation, reporting, and oversight of the company's legal, technology, operations, human resources, fundraising and compliance functions,
- Act as the liaison with the Baltimore Community Foundation, attorneys, and outsourced operations and finance partners.
- Take a leadership role in building, implementing, and overseeing all of the company's systems, processes, workflows, and procedures.
- Be a key partner to UpSurge's board and supporters, providing timely, relevant information about our progress.
- Be a sounding board for the CEO and leadership team about prioritization, practicality, and consistency of existing and new initiatives.

Job Qualifications

- 10+ years of experience in operating roles in technology, startups, entrepreneurship, venture capital, law or finance.
- Creative, flexible approach and appreciation for fast-paced environments.
- Understanding of the Equitech mission and of the power of diverse teams in entrepreneurship.
- Ability to organize, manage and prioritize multiple projects simultaneously.
- Excellent interpersonal and communication skills; sound judgment.
- Ability to work independently, and in a fast-paced, high-energy, team environment.
- Demonstrated ability to use data and metrics to track progress, with meticulous attention to detail.
- Professional and positive attitude, strong emotional intelligence, and a high level of enthusiasm.
- Familiarity with basic accounting, corporate legal structures, Google apps, Slack, Pitchbook, Crunchbase and other startup data sources.
- Ability to comply with our COVID-19 vaccination policy.

Diversity at UpSurge

UpSurge Baltimore is committed to maintaining a workplace where diversity of identity, culture, and life experience is the norm and is celebrated authentically and respected consistently. Diversity in our work and our people drives creativity and innovation, entrepreneurial leadership and integrity, competitiveness, and collaboration. We depend on our differences to make our team stronger, our workplace more dynamic, and our mission more achievable.

We're proud to be an equal opportunity employer open to all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, veteran status, or any other legally protected status.

Benefits

- Medical
- Dental
- Vision
- Savings Accounts
- Telemedicine Program (for those enrolled in Medical)
- Basic Life & Accidental Death & Dismemberment Insurance
- Voluntary Life & Accidental Death & Dismemberment Insurance
- 401(k) (50% employer match up to IRS limit, 4 year vesting)

Please fully review our philosophy and approach at UpsurgeBaltimore.com before applying.

To apply, submit your resume to hello@upsurgebaltimore.com