

JOIN OUR TEAM

Chief Operating Officer & Secretary General

Location: Lomé (Togo), with regional and international travel

Reports to: President & CEO · Governance: Board of Directors · Start: October 1st 2026

ABOUT BLUEMIND FOUNDATION

Mental health is health.

Bluemind Foundation is a non profit organization with a clear mission: **make mental health care accessible to everyone, everywhere, every day.**

We build trusted pathways to care for women and young people by connecting the people and places communities already trust with prevention, early support and professional care. Our ambition is to help build mental health systems in which **trust becomes public health infrastructure** starting in Africa and contributing to the future of global mental health.

Founded in 2021, **Bluemind Foundation** works at the intersection of community mental health, public systems, research and culture. Its flagship initiative, **Heal by Hair**, trains hairdressers as trusted mental health ambassadors who promote wellbeing, recognize signs of psychological distress, provide first-line support and connect women to appropriate care.

In five years, **Bluemind Foundation** has trained more than 1,300 hairdressers and reached more than 1.6 million women across Togo, Cameroon and Côte d'Ivoire. The Foundation works with governments, universities, researchers, development institutions, philanthropy and community networks to generate evidence and build models capable of lasting public adoption.

Bluemind Foundation is entering a defining institutional chapter. Heal by Hair is progressing toward national integration. A large randomized controlled trial is generating learnings for scale. Governments across West and Central Africa are expressing interest in the model.

The next challenge is to build the institution capable of carrying this opportunity with excellence, discipline and integrity.

THE MANDATE

The **Chief Operating Officer & Secretary General** is **Blue Mind Foundation's** senior executive responsible for institutional execution.

Reporting to the President & CEO, the COO translates strategy into results, leads day-to-day organizational management, strengthens the Leadership Team and builds the systems required for scale. The COO ensures that commitments made to communities, governments, partners, funders and the Board are delivered on time.

The COO serves as the President's principal executive partner and creates the operating conditions that allow the President to focus on vision, resource mobilization, government engagement, strategic partnerships and external leadership.

As Secretary General, the COO ensures effective governance, Board processes, institutional accountability and execution of Board decisions.

This is an institution-building mandate requiring judgment, ownership, management discipline and a high tolerance for complexity.

KEY RESPONSIBILITIES

1. Strategy Execution & Organizational Performance

- Translate strategic priorities into annual and quarterly plans with clear outcomes, owners, budgets and milestones.
- Establish a disciplined operating rhythm, including leadership meetings, dashboards, decision tracking and accountability mechanisms.
- Ensure reliable and timely execution across programmes and institutional functions.
- Identify bottlenecks, risks and performance gaps early and drive their resolution.
- Build management systems capable of supporting national-scale implementation and regional growth.
- Keep organizational priorities focused, adequately resourced and aligned with the Foundation's mission.

2. Executive Leadership & People

- Lead and strengthen the Leadership Team.
- Clarify roles, decision rights, responsibilities and performance expectations.
- Recruit, develop and retain exceptional talent.

- Build a culture of excellence, accountability, collaboration, learning and care.
- Develop leadership capacity through coaching, feedback and effective performance management.
- Build teams capable of owning execution without routine escalation to the President.

3. Finance, Operations, Risk & Compliance

- With the CFO, oversee financial planning, budgeting, cash-flow management, controls and institutional reporting.
- Strengthen HR, procurement, legal, administrative and operational systems.
- Maintain rigorous donor compliance and stewardship.
- Lead foundation risk management and timely escalation of material risks.
- Ensure full compliance with applicable laws, agreements and organizational policies.
- Maintain very high standards of safeguarding, ethics, transparency and accountability.

4. Governance & Executive Office

- Serve as Secretary General to the Board of Directors.
- Coordinate Board meetings, documentation, resolutions and follow-through.
- Ensure timely execution of Board decisions.
- Provide the President and Board with clear dashboards, executive reports and decision-ready information.
- Advise the President on organizational performance, people, risk, execution and institutional priorities.
- Maintain clear governance boundaries and effective coordination between the Board, President and management.

5. Government, Partnerships & Resource Mobilization

- Ensure **Blue Mind Foundation** has the institutional capacity required to deliver alongside governments at national scale.
- Partner with the President on resource mobilization, translating priorities into strong pipelines, proposals, budgets, stewardship and follow-through.
- Oversee major institutional proposals, agreements and donor commitments.

- Represent **Blue Mind Foundation** externally when delegated by the President.
- Ensure new partnerships and expansion opportunities are operationally and financially sound.

WHY JOIN BLUEMIND FOUNDATION?

Blue Mind Foundation is moving from breakthrough innovation to an institution capable of **delivering excellence repeatedly, reliably and at scale.**

We call this ***Care Starts With Us***: building inside the Foundation the same high standards of care, trust, accountability and excellence we want to see in the systems we help transform.

As COO & Secretary General, you will help build that institution alongside the President, Board and team.

The ambition is to make Blue Mind Foundation reliable at excellence and build an African institution designed to last.

WHO WILL THRIVE IN THIS ROLE

As a dream executor, you are an exceptional operator and institution-builder who has already carried significant organizational responsibility and knows how to turn ambition into reliable execution.

You have built, scaled or transformed something complex. You can point to teams, systems or institutions that became measurably stronger because you were there.

You are a leader of leaders. You set clear expectations, hold people accountable and develop strong teams. You can challenge a Board member or senior colleague constructively, and you are secure enough to lead alongside a highly visible and entrepreneurial founder.

You understand that trust is earned through reliability. When you make a commitment, people know it will be delivered.

You bring strong financial and operational judgment and can engage credibly with governments, institutional funders, Boards and international partners. You can move comfortably between a leadership meeting, a government discussion and the operational realities of teams delivering on the ground.

We expect you to bring:

- 10+ years of senior leadership experience, including substantial responsibility for teams, budgets and organizational performance.
- A demonstrated record of building, scaling or transforming organizations, programmes or complex operating systems, with results you can evidence.
- Experience leading teams and creating clear accountability across functions.

- Strong command of financial management, organizational planning, operations, risk and performance management.
- Experience working with governments, institutional funders, Boards and complex partnerships, ideally across African and international environments.
- Strong judgment under pressure and the ability to make decisions with incomplete information.
- Full professional fluency in French and English, written and spoken.
- High integrity, intellectual curiosity, humility, loyalty and personal accountability.

Experience in Francophone Africa is highly desirable. Experience in public health, international development, philanthropy, government or another mission-driven environment is valuable. We care more about evidence that you can do this work than about having followed one particular career path.

We value leaders who combine **low ego with high standards; kindness and excellence; strategic range with operational depth; ambition with discipline; and confidence with the ability to listen.**

The COO must be comfortable making decisions with incomplete information, creating systems where they do not yet exist, challenging constructively and taking ownership without constant direction.

WHAT SUCCESS LOOKS LIKE

Within the first 12 months, the COO & Secretary General will have:

- **Materially reduced the President's involvement in day-to-day operational management, creating greater capacity for strategy, resource mobilization, government engagement and external leadership.**
- Established a clear operating model with effective decision rights, management rhythms, dashboards and accountability.
- Built a strong Leadership Team capable of owning and delivering organizational priorities.
- Improved execution against plans, budgets, government commitments, donor obligations and Board decisions.
- Strengthened financial management, people systems, compliance, risk management and operational controls.
- Established an effective governance cycle with timely information, decisions and follow-through.
- Strengthened the institutional architecture required for the national integration of Heal by Hair in Togo.
- Built stronger systems for partnership development, fundraising execution and donor stewardship.

THE LEADERSHIP PARTNERSHIP

The President & CEO and COO & Secretary General operate as a close executive partnership with clear accountability and decision rights.

The President holds the Foundation's vision, strategic direction, high-level government and external relationships, resource mobilization leadership and public voice.

The COO owns institutional execution and ensures that the people, systems and resources required to deliver that vision perform at the level Bluemind's next chapter demands.

The standard is simple enough: commitments become execution, execution becomes results, and the institution becomes stronger with every stage of growth.

HOW TO APPLY

Please send your **CV and application** to welcome@bluemindfoundation.org, with the subject line:
COO & Secretary General – Your Name

No traditional cover letter is required. Instead, please answer the following three questions in **no more than 200 words each**:

1. Why you, why Bluemind, why now?

Why does **Bluemind Foundation's** mission and this particular institution-building challenge make sense for the next chapter of your career?

2. What have you built or changed that best demonstrates your fit for this role?

Tell us about one professional accomplishment you are most proud of and that best demonstrates your ability to succeed in this role. What was the situation, what did you personally own, what did you change or build, and what measurable result followed?

3. What would you build first?

You join **Bluemind Foundation** at a moment of strong momentum and increasing complexity, with too much execution still dependent on its founder. Based on this job description, what would your three priorities be during your first six months, and why?

Please also include:

- **Three professional references** who have worked directly with you, ideally including a former manager, a peer and someone you have managed. Please indicate their role, organization, relationship to you and contact details. References will be with your knowledge.
- **Any former manager or employer you would prefer us *not* to contact, and why.** This will not count against your application. We value context, transparency, candour and **accountability**.

- **Your salary expectations.** We operate with the financial discipline of a nonprofit organization, but **budget will not be the reason we walk away from an exceptional fit.** We prefer an open conversation about what is possible.
- **Your earliest possible starting date.**

The appointment will begin with a **six-month consultancy period**, giving both the successful candidate and **Blue Mind Foundation** the opportunity to test the partnership in practice. Subject to successful completion and mutual agreement, the position will transition into a long-term executive appointment.