

Chief Operating Officer

Title: Chief Operating Officer
Reports To: CEO/President
Manages: Entire Organization

Compensation: This is an outstanding opportunity to lead a highly-effective nonprofit's program area and partner with the CEO and senior management team. CFUF will offer a competitive compensation package including base salary, bonus, health, 401k and vacation benefits.

CFUF is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law

POSITION SUMMARY:

The Chief Operating Officer (COO) of The Center for Urban Families (CFUF) is charged with planning, organizing, and controlling all day-to-day activities of the organization. The COO must collaborate with the CEO/ President, Board of Directors and CFO to develop that organization's financial and operational goals. The COO will provide the strategic vision, and operational leadership to ensure continued growth of the organization. S/he will review on an ongoing basis services being offered and develop new programs as needs emerge. S/he will be responsible for all activities pertaining to licensure, human rights, personnel, finance, and contracts.

POSITION RESPONSIBILITIES:

- Provide effective and inspiring leadership, as well as stewardship, of CFUF by being actively involved in all programs and services... Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- S/he is responsible for developing, implementing, and managing the program aspects of the annual budget in conjunction with the chief financial officer and CEO
- S/he is responsible for ensuring that CFUF's services are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements
- Lead a high performing team of program directors to the next level by further developing and implementing recruitment, training, and retention strategies.
- Assist the CEO in planning, organizing, and implementing public and private fund-raising initiatives.
- Partner with the CEO to represent CFUF with external constituency groups, including community, governmental, and private organizations.
- Ensure that all program activities operate consistently and ethically within the mission and values of CFUF.

- Prepare and submit an annual operational budget to the CEO and Board of Directors for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of CFUF's program/services through sound fiscal management. Provide programmatic leadership and input for all strategic planning processes with the organization.
- COO will Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement
- Act as media representative for the organization, where appropriate, to ensure that the organization's best interests are protected.
- Perform additional related duties and tasks as assigned.

Chief Operating Officer

QUALIFICATIONS:

- At least 10 years of professional experience overall, with a minimum of five years of senior-leadership experience supervising seasoned staff operating multiple human services programs across a broad geography. Solid educational background including an undergraduate degree and an MBA or similar advanced degree.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with a CEO and board of directors.
- Can point to tangible examples of reporting and program measurement and evaluation. Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Passionate about CFUF's mission and able to promote and communicate the philosophy, mission and values of CFUF to external and internal stakeholders.
- Ability to travel as deemed necessary by the President/CEO.
- Must be able to work under pressure to meet deadlines.

