Chief Operating Officer (COO)

Job Description

The Chief Operating Officer serves under the Stewpot Executive Director and is responsible for daily operations and management related to overall programming, budgeting, financial management, personnel, insurance and benefits, facilities and equipment and administrative operations, in consultation with the Executive Director and subject to the approval by the Board of Directors. The Chief Operating Officer is expected to work an average of 40 hours per week and reports directly to the Stewpot Executive Director. The Chief Operating Officer will be responsible for the following:

- Implementing current and long-term organizational goals and objectives;
- Reviewing and evaluating results of program activities and developing organizational and administrative policies and objectives;
- Overseeing financial management including: working with program directors to develop an annual and capital budget, monitoring revenues and expenditures to ensure that operating expenses are within budgeted allocations, and reporting findings monthly to the Executive Director; supervising the bookkeeper and other staff who receive, deposit and record contributions or make expenditures of funds; and, supervising auditing and internal control functions in accordance with Generally Accepted Accounting Principles;
- Supervising and managing staff including hiring and termination, training, assigning and directing work, appraising performance and maintaining complete personnel files with job descriptions, mentoring and disciplining employees, managing payroll, benefits, time logs and compensation;
- Evaluating and negotiating vendor services including negotiating general liability and health insurance policies as well as overall risk management guidelines;
- Overseeing security records, inspections, maintenance and care of grounds and facilities, in-kind donations and vehicle and equipment repairs and upgrades including communication, copiers, and computer systems;
- Ensuring all legal administration and financial and budget reports and statements required by federal, state, and local government authorities are filed in a timely manner;
- Other duties as assigned or required.
Essential Skills and Abilities:

- Deep experience in program budgeting, project/program management and fiscal management
- Analytic and decisive, with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Collaborative, calm, and confident with an ability to unite and engage staff
- Experience managing human resources functions
- Ability to adapt and exercise flexibility in a fast-paced, fluid work environment.
- Strong written, verbal, and interpersonal communication skills
- A gifted leader with a high emotional IQ, a lot of compassion, and an ability to connect easily and effectively with people from diverse socio-economic, racial, and religious backgrounds
- Commitment to Stewpot’s mission, vision, and values
- Proficiency in MS Office applications and facility with technology

Qualifications:

- A Bachelor’s degree or higher in a related field
- Substantial experience in managing the daily operations of a large organization or business

Compensation

- This is a full-time, salaried position with benefits
- Salary is competitive and based on experience

Resumes will be received through Friday, August 21, and can be sent to jbuckley@stewpot.org