



POSITION POSTING

TITLE:	Chief Operating Officer
PERFORMANCE PROFILE SOURCE:	Executive Professional
DEPARTMENT:	Executive
REPORTS TO:	Chief Executive Officer (CEO)
CLASSIFICATION:	Exempt

POSITION SUMMARY:

The Chief Operating Officer will report to the Chief Executive Officer and is primarily responsible for developing and supporting strategies toward academic success for all Boys & Girls Club of Collier County members. Additionally, this individual will assist with continuous improvement efforts in all areas of our programming. The Chief Operating Officer will be an integral part of the Executive Management Team internally, but also is expected to have regular and strategic interaction with educational leaders throughout Collier County and potentially beyond.

Key Competencies:

- Effectively convey knowledge of current research involving effective academic/learning interventions, evidence-based approaches, promising practices in out-of-school time activities to multiple audiences.
- Serve as primary Club liaison to education leaders in Collier County and potentially beyond.
- Develop implementation plans and financial projections for assigned and proposed projects.
- Demonstrated ability to develop research-informed academic enrichment/support curricula responsive to youth needs in a variety of out-of-school time settings.
- Well versed/full understanding of academic programs currently being used or considered in area school district.
- Directly supervise VP of Operations and provide expert support to operations team, leading staff in monitoring and assessing program quality.
- Evaluate overall program effectiveness based on participation and achievement of stated goals; recommends modifications to improve program performance or creates new program offerings.

- Manage outcome measurement process that insures consistency, accuracy and timeliness; oversees information gathering, compiling and analyzing of data and preparing and presenting reports.
- Assist the CEO with the development of annual budgets and oversee programs side of organizational budget, ensuring fiscal responsibility and judicious spending that falls in line with what has been budgeted.
- Collaborate with resource development team around collection/use of program data, statistics and outcomes and how to positively market outcomes to satisfy funders and other stakeholders.
- Coordinates and oversees implementation of supplemental and enhanced programs available through collaborations and partnerships.
- Proven ability to secure funding via grant writing, follow through of implementation of projects and programs funded through grants, and responsibility of reporting based on grant schedules.

KNOWLEDGE/SKILLS REQUIRED:

- Demonstrated ability to maintain multiple tasks and to develop solutions to problems with limited supervision.
- Demonstrated ability to establish and maintain effective working relationships with staff, Board members, community groups, educators, policy makers and other stakeholders.

Additional Qualifications:

- Experience with committees, networks or other groups relevant to education policy and/or research.
- Experience with strategic planning.

COMPENSATION:

Compensation will be competitive and commensurate with experience. A comprehensive benefits package is provided.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply:

Qualified interested candidates will send cover letter, resume and **MUST INCLUDE** salary requirements to the Human Resources Dept. at hr@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP