



## **Chief Operating Officer**

### **Position**

Reporting to the Chief Executive Officer (CEO), the Chief Operating Officer (COO) is responsible for leading and managing a comprehensive array of services and programs. She or he will review on an ongoing basis programs and services being offered and develop new programs as needs emerge. She or he will be responsible for all activities pertaining to human resources, programs and the day-to-day operations of Beyond the Gap. The COO will inform the chief executive officer, and ultimately the board of directors, of all program issues and accomplishments.

The COO will partner with her/his peers while also being responsible for all program planning, organizing, operating, and staffing. She or he is responsible for developing, implementing, and managing the program aspects of the annual budget in conjunction with the chief financial officer and CEO. She or he is responsible for ensuring that Beyond the Gap's services follow all grant guidelines and donor requirements. Finally, the COO will assist the CEO in planning, organizing, and implementing public and private fund-raising initiatives.

### **Responsibilities**

- Provide effective and inspiring leadership, as well as stewardship, of Beyond the Gap by being actively involved in all programs and services. Implement and lead evaluations and continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- Lead the development of new programming for all areas of service.
- Lead a high performing team to the next level by further developing and implementing recruitment, training, and retention strategies.
- Partner with the CEO to represent Beyond the Gap 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 Beyond the Gap.

- Prepare and submit an annual operational budget to the CEO, Director of Development and accountant for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of Beyond the Gap's program/service units through sound fiscal management. Provide programmatic leadership and input for all strategic planning processes with the CEO and staff.

## **Qualifications**

- Absolutely must be a self-starter with an entrepreneurial spirit and the ability to work effectively without direct supervision
- 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 (i.e. youth, parents and educator professional development) across a broad geography. Solid educational background including an advanced degree in Education, preferably in Administration or Curriculum and Instruction.
- 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.
- Knowledge of program development for improving the academic achievement and nurturing the social and emotional development of African American youth.
- Experience working hands-on with parents and parent groups
- Excellent public speaking skills with the ability to address small and large groups
- 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 Beyond the Gap's mission and able to promote and communicate the philosophy, mission and values of Beyond the Gap to external and internal stakeholders.
- Ability to travel 25 percent of the time to provide on-site leadership for off-site operating units and programs.
- ...and other duties as assigned

## **Compensation**

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

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