



JOB DESCRIPTION

Job Title:	Chief Operating Officer
Reports to:	Chief Executive Officer
Supervises:	Yes
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input checked="" type="checkbox"/> other
Salary Ranges:	\$100,500

Position Summary:

The Chief Operating Officer is responsible for overseeing the day-to-day operations of the Coalition. This role is also responsible for planning and implementing policies and procedures for continuous improvement, growth, success of future projects and achieving our strategic mission's goals and objectives.

Essential Job Functions

- Oversee the ongoing operations of the Coalition
- Collaborate with the CEO in achieving ELCOC's growth and development goals consistent with the evolving business plan, annual budget and Office of Early Learning's requirements
- Assume overall budget compliance responsibility for the functions and activities referenced above
- Supervising all daily operations of the company, including IT, HR, Safety and Security.
- Preparing and presenting reports to the Chief Executive Officer
- Working closely with the Chief Executive Officer and Chief Financial Officer on all matters related to the business
- Coordinate and communicate with local law enforcement agencies to increase safety and security for our providers
- Conduct safety inspections of centers upon request of the providers
- Conduct coalition safety and security drills
- Generate and delivery safety and security protocols for coalition staff.
- Create and delivery safety and security trainings for providers.
- Oversee the process of employee reviews and developing corrective action plans if needed
- Developing and implementing strategies, procedures and business plans needed to enhance company growth
- Working with the executive team to set company performance goals
- Cultivating and providing opportunities for rising talent within the organization
- Establish, implement, and communicate the strategic direction of the organization's operations division
- Assist the CEO in maintaining positive relationships with all community partners, funding sources, relevant government entities and representatives and with the early learning community in Orange County
- Collaborate with leadership to ensure the fiduciary responsibilities of ELCOC are upheld and to ensure compliance with all applicable rules, policies, procedures, laws, and regulations as dictated by the Office of Early Learning
- Provide organizational leadership, support, coordination, and communication throughout all operating areas of the organization
- Establish, communicate, and implement operations-related policies, practices, standards, and security measures to ensure effective and consistent support and execution

- Establish quantitative and qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identify opportunities for improvement
- Promote a culture of high performance and achievement, with a focus on continuous improvement and a commitment to quality
- Mentor and develop team members using a supportive and collaborative approach, set annual performance and development goals and ensure accountability for timely achievement of goals
- Participate in board of director meetings as needed, provide updates to-and seek feedback from board members on the organization's operating performance and effectiveness
- Represent ELCOC at meetings, conferences, special events, etc., as requested by the CEO

SUPERVISORY RESPONSIBILITIES

This position is accountable for the Security and Safety protocols of the Coalition operations.

Skills Required

- Excellent project management skills and a positive attitude.
- Demonstrated ability to meet deadlines, and handle and prioritize simultaneous requests.
- Ability to collaborate in a constructive and positive manner with both internal and external customers in support of optimal program operations.
- Creative and analytical thinker with strong problem-solving skills.
- Must demonstrate ability to communicate effectively verbally and in writing with all levels of the organization.
- Ability to critically evaluate and prioritize information gathered from multiple sources and reconcile conflicts.
- Ability to assess the impact of new requirements
- Ability to network, build relationship and partnership within local, state, and national regions.
- Communication skills, especially persuasion, to clearly convey the benefits of the Shared Resources Florida product to potential customers.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to take accurate meeting notes.
- Ability to establish and maintain positive working relationships with other employees.
- Expert in the use of computer software (MS Office Suite) especially Microsoft Excel, PowerPoint and Outlook calendar.
- Ability to navigate and perform research using the Internet. Experience with using SharePoint.
- Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
- Ability to work flexible hours/schedule i.e., occasional Saturdays or evening hours.
- Ability to solve problems and deal with a variety of competing tasks, program responsibilities and deadlines.
- Strong organizational skills and effective record management practices, attention to detail.
- Ability to follow policies, procedures, and rules set by the Coalition.
- Professional appearance and presentation.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to work independently with little supervision.

Education and Experience:

- Bachelor's degree from an accredited college or university in Criminal Justice, Business Management; Master's Degree preferred.
- Minimum 7 years' experience in Safety & Security, or Law enforcement
- Minimum 5 years' leadership experience in non-profit and executing strategies for process enhancements and developing policies and procedures preferred.
- Proven track record of meeting/exceeding established goals and metrics
- Ability to work collaboratively in a team-oriented environment
- Ability to efficiently manage resources and understand work/project scope, key players and urgency while displaying a high standard of ethical conduct and behaviors consistent with the Office of Early Learning's standards and ELCOC's Core Values
- Exceptional written, verbal, interpersonal communication skills and presentation skills
- Intermediate skills in Microsoft Office Products
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.
- Valid Florida Driver's License
- Bilingual (Spanish) preferred.

This job description (**Chief Operating Officer**) was prepared by the Human Resources, Office & Technology Manager.

Signature: _____ Date: _____

Name: Marah Sanchez

This job description (**Chief Operating Officer**) was reviewed and approved by the C.E.O.

Signature: _____ Date: _____

Name: Ronald Scott Fritz, Ed.D.

I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned, as necessary. ELCOC reserves the right to change or amend this job description.

Employee Signature: _____ Date: _____

Name: _____