



POSITION DESCRIPTION: CHIEF OPERATING OFFICER

ORGANIZATION

Founded in 1973, the Ohio Association of Child Caring Agencies (OACCA) is a non-profit statewide trade association located in Columbus, Ohio. OACCA provides a challenging and rewarding work environment that fosters teamwork and inspires professional excellence. OACCA offers professional services to community foster care and mental health agencies, such as trainings, conferences, and business consultation; it lobbies government agencies on matters that impact children, families, and the community agencies that serve them; and is leading a pediatric health care provider network. The mission of OACCA is to **apply the collective strength of its members to sustainably improve the provision of services to children, young adults, and families through policy advocacy, performance improvement, and member support.** OACCA is a drug-free workplace and Equal Opportunity Employer. Learn more about us at www.oacca.org!

POSITION

OACCA has been growing steadily over the past several years and is now in need of a COO position that will manage its growing operations, namely membership services, professional education, communications, marketing, and financial. The Board of Directors and CEO are looking for a mission-focused, tech-savvy, strategic, and process-minded leader with experience in managing nonprofit organizations or programs. The COO must be a leader who is able to help others at OACCA deliver measurable, cost-effective results. Importantly, the successful COO must have a broad set of skills and be willing to quickly acquire new ones. While it is essential that the COO bring efficient and effective systems to increase the productivity of OACCA, it is also critical that the team retain the creative spark that drives the association.

The COO position is full-time and based in our office in Columbus, Ohio at 2600 Corporate Exchange near Westerville.

RESPONSIBILITIES

Reporting to the CEO of OACCA, the COO will lead internal operations and will have the following responsibilities:

- Coordinate communications and marketing to members and the public including a monthly newsletter, e-bulletins, event advertisements, press releases, annual report, brochures, membership committee notices, social media posts, and updates to the website
- Coordinate the annual operations plan and budget, including managing strategic plan implementation, budget performance; serve as a liaison to the Board Finance Committee; and coordinate the annual financial audit
- Lead the performance management process that measures and evaluates progress against goals
- Organize committee meetings including producing agendas, sending out materials, and scheduling meetings
- Manage the professional education program including marketing, venue management, and event sponsorship
- Administer membership services including recruitment, orientation, enrollment, renewal, customer service, and personal visits
- Administer the Affinity Program with partner businesses and marketing of a specialty license plate
- Provide support for grant applications and funded projects
- Supervise the Office Manager, who will assist with event planning, membership services, accounting, hospitality, and office management

QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of OACCA and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change. Beyond that, we are seeking a candidate that has proven experience in managing and growing a nonprofit organization and a demonstrated ability to both lead and build the capabilities of a driven team.

The successful candidate will most likely have had management experience with a nonprofit organization, however experience in business or government settings can be applicable and will be considered. As noted, this is an organization driven by core values of the care and treatment of children, so experience in managing a “values-driven” organization will be highly prized.

Additional requirements are:

- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen

including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.

- Strategic Vision and Agility-ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building-ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization-exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented-enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General Management-thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, human resources, and marketing.
- Solid educational background—undergraduate degree required; MBA, MSW or similar advanced degree highly desired.

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected, and stable organization. We are seeking an individual of outstanding quality with a respected track record. OACCA offers an attractive compensation package, including a competitive starting base salary in the range of \$60,000 - \$70,000, as well as comprehensive health insurance, 401(k), and vacation benefits.

APPLICATION INSTRUCTIONS

Send the following to oaccqjob@yahoo.com by **12:00pm on August 31, 2017**.

- ✓ Resume
- ✓ Professional reference list
- ✓ Cover letter that explains why you would excel as the COO

Please, no calls or drop-ins