



<b>Job Title:</b>	Chief Operations Officer & Assistant Vice President, Program Integration	<b>Job Category:</b>	Exempt
<b>Location:</b>	Selma, Alabama	<b>Travel Required:</b>	Yes
<b>Compensation:</b>	Negotiable	<b>Position Type:</b>	Full-time
<p><b>POSITION SUMMARY:</b> The Chief Operations Officer and Assistant Vice President, Program Integration is responsible for overseeing the day-to-day management of the work of the Edmundite Missions as well as the operations of the infrastructure that enables that work, both physical and digital. Responsibilities include operations on the campus in Selma, Alabama and all other Missions locations. The position reports to the President and CEO of the Edmundite Missions. The position oversees the day-to-day services and needs of all program managers as well as the Director of Virtual Operations.</p>			

#### Position Responsibilities

- Day-to-day Operations
  - Oversee day-to-day operations of all Missions programs, ensuring quality of services to, and the dignity of, Missions clients
  - Identify operational improvements that can increase reach and quality of program services, develop plans for implementing improvements, and lead the implementation of those improvements
  - Coordinate service intersections across the Missions among programs and among service sites
  - Keep the Vice President of Program Integration informed in real time of any program implementation issues, changes implemented, and results.
  - Participate in weekly Program Managers meetings
- Human Resources
  - Create and lead all internal professional development programs at all levels
  - Lead human resources acquisition, retention and release processes, in close coordination with the Chief Financial Officer (CFO) and the President and CEO
  - Maintain and ensure enforcement of all human resources policies and procedures
  - Develop any additional needed human resources policies and/or revise existing policies, for clearance by the President and CEO
  - Provide leadership to program managers in improving human resources management at all levels of the organization
  - Mediate all human resources disputes at all levels of the organization elevating to the CFO when necessary, and when appropriate to the level of the President and CEO
- Infrastructure
  - Ensure and oversee the maintenance of all Missions physical infrastructure, both solutions to and prevention of problems. In this regard, the position oversees
    - Maintenance/Utility coordinator, who takes responsibility for acting on and resolving all small-scale physical infrastructure maintenance and repairs
    - Outsourced company contracted to handle all major infrastructure repairs
  - Oversee the integrity and quality of all digital infrastructure affecting operations
  - Act as primary Point of Contact for all contractors in all infrastructure maintenance and improvement projects
  - Act as primary Point of Contact for all vehicle fleet maintenance and the assignment of fleet vehicles to staff
  - Act as primary Point of Contact for all major infrastructure projects in coordination with Senior Management

- Finance
  - In close coordination with the CFO and Vice President, Program Integration, oversee budget development at the level of all program managers
  - Lead managers in the process of budget monitoring
  - In close coordination with the CFO provide monthly program budget reports to CEO with narrative regarding increase/decrease of expenses and reasons for variances
- Performance
  - Monitor performance of all programs, ensuring monthly and quarterly performance indicators reporting to the President and CEO and CFO and coordinating with the Vice President, Program Integration
  - Develop and oversee measures of program quality in close consultation with the Vice President, Program Integration
  - Assist the Vice President, Program Integration in mentoring program managers in the use of performance metrics in program management and planning
  - Assume primary responsibility for assuring data integrity in the Apricot performance reporting system, produce performance reports on programs data, assist program managers and the Vice President Program Integration in developing meaningful transactional, relational and quality measurement metrics, and, in collaboration with program managers, produce reports and analysis of same on a regular basis
  - Provide program reports to CEO regarding trends in program areas
- Other duties as assigned

#### Characteristics and Skills

- Respect for the teachings of the Catholic Church
- Commitment to serving the poorest with respect and dignity
- Proven track record as a team leader
- Entrepreneurial in problem solving; demonstrated ability to problem-solve quickly and efficiently
- Demonstrated skills in managing a broadly gauged institution, with multiple program or product lines within a challenging economic environment
- Strong business acumen with a broad understanding of fundamental management principles
- Experience in human resources management
- Analytic problem-solving skills with impeccable attention to detail
- Demonstrated achievements in process improvements
- Strong interpersonal and communications skills, both oral and written

#### Education, Experience & Requirements

- At least 8 years in an operations management role with broad responsibility that includes human resources
- BA in business, organizational behavior or related field; MBA preferred
- Previous P&L responsibility a plus
- Be fully vaccinated against Covid-19
- Possess a valid driver's license
- Willing to submit to a background check