

CHIEF OF OPERATIONS

Job Description



SUMMARY

The Chief of Operations (COO) has the primary responsibility for the day-to-day operations of the Henry Kaufmann Campgrounds overseeing all aspects of facility planning and operations management. In addition to facilities management and overseeing construction projects, this includes the growth of HKC programs and services to partners, as well as developing and implementing clear action plans and systems needed to address daily operations, challenges and opportunities.

Reporting directly to the CEO, the COO works with all levels of staff, as well as the Board and partner agencies in program development, capital improvements, budgeting, procedures, fundraising, and plan implementations.

KEY AREAS OF RESPONSIBILITY:

- Work with the CEO to ensure implementation of HKC's overall mission and vision through operational plans and programs
- Work in partnership with the CEO in supervising HKC's management team including coordinating team meetings and reviewing strategy and decision making for the direction and management of the organization.
- Develop and monitor monthly business metrics and analytics
- Work with the CEO to allocate human resources, financial resources and capital resources to ensure the efficient and effective delivery of service to all partner agencies.
- Facilitate short and long-range vision planning processes and implementation of action plans.
- Create, manage and facilitate staff meetings, staff orientations, year-round and seasonal staff development programs.
- Motivate, coach, mentor and develop staff to meet or exceed expectations
- Supervise and manage site directors and other personnel in fulfilling the mission of HKC.
- Attend meetings of the HKC Board and selected committees, task forces and relevant UJA-Federation meetings, providing information, reports and recommendations
- Pursue collaborations with community agencies and businesses in ways to benefit the sustainability of HKC and expand its reach.
- Direct the activities of the agency in the CEO's absence.

CORE SKILLS AND ABILITIES:

- Has charisma and engenders confidence and trust while possessing integrity and honesty.
- Strong operations management skill set.

- Ability to interface effectively with leadership of HKC and community agencies.
- Advanced business acumen, including prudent financial management, cost containment skills and the ability to operate within budgetary constraints.
- Adjusts to changing priorities, copes effectively with complexity, and understands and absorbs new information quickly.
- Willingness and capability to take an independent stand and calculated risks.
- Ability to travel to all three HKC sites and to the UJA-Federation offices.

CANDIDATE PROFILE:

- A strong background in facilities management and managing construction projects.
- A record of success in leading and managing a complex not-for-profit organization.
- Proven managerial, problem-solving, strategic planning and fiscal experience.
- A record of success implementing an organizational strategy and managing through change.
- Experience interacting with professional staff and members of the Board of Directors.
- Bachelor's degree required; master's degree is preferred.
- A background in camping.

HKC offers a competitive benefits package. The salary offered for this position will be commensurate with the candidate's experience and potential to move HKC to unprecedented levels of accomplishment and sustainability.

To apply, please send a cover letter and resume to jobs@camphkc.org by March 15th.