

Bill Wilson Center's (“BWC”) mission is to support and strengthen the community by serving youth and families through counseling, housing, education, and advocacy. With an emphasis on youth development, Bill Wilson Center programs are dedicated to building self-confidence and developing personal assets.

BWC is seeking a **Chief Operating Officer (COO)** to provide hands on management, planning, directing, and execution of BWC’s day-to-day business operations within the guidelines established by the CEO and the agency’s Strategic Plan. The COO will work closely with the CEO and will oversee the entire operations of the organization during an exciting time of growth and expansion for BWC! The COO will supervise members of the Executive Team and will oversee strategic planning and program development, financial and budgeting planning, property management, and will have an important role in quality improvement initiatives. The COO provides effective leadership to the following departments and/or programs:

* **Finance**
* **Human Resources/Administrative Services**
* **Facilities**
* **IT**
* **Housing Projects**
* **Program Development/Outcomes/Research/PQI**

The perfect candidate has a strong financial background (preferably in non-profit or government contracts) and the capability of providing leadership to other high level Executives and Directors through hands on participation in BWC’s day-to-day operations. The COO will serve as an innovative problem solver who enjoys leading change and will act as a strategic thought partner to the CEO.

The COO will actively participate in:

* **Development, coordination and implementation of annual operating budget. Identifying and recommending business & cost control opportunities**
* **Review, analysis, recommendation and bidding process of agency Insurance requirements and Employee Benefits offerings**
* **Oversee, manage and approve Facilities related projects and expenses including construction, site acquisition, vendors, etc.**
* **Assist with Development and review of agency strategic plans**
* **Oversee IT contractor to ensure agency IT systems run smoothly and effectively. Make recommendations for improvements.**
* **Communicating and implementing directives, policies and procedures established by the CEO and Board of Directors**
* **Staff Board Committees as required**

BWC is looking for a candidate with a Bachelor's degree or higher and a minimum of 7 years of executive management experience as well as 10 years+ of administrative and supervisory experience. The COO must have superior fiscal planning and management skills involving multi-million dollar budgets and multi-site operations. Additionally will have strong organizational and multi-tasking skills with the ability to plan, coordinate and evaluate programs and operations. Excellent verbal and written communication skills and presentation skills required. Must possess strong people skills with ability to partner with a dynamic leadership team and interact with all levels of employees. **Non-profit experience and/or experience with government contracts HIGHLY PREFERRED.**

BWC is currently hiring directly for the COO position. Please send nominations and/or applications including cover letter describing your interest and qualifications, your resume in Word or PDF format and salary history to [resumes@bwcmail.org](mailto:resumes@bwcmail.org).