**JOB DESCRIPTION**

**STATUS: EXEMPT**

**POSITION: EXECUTIVE VICE PRESIDENT**

**CHIEF OPERATING OFFICER**

**LOCATION: VAN NUYS, CA**

**REPORTS TO: PRESIDENT**

**THE POSITION**

The Chief Operating Officer (COO) is responsible for providing day-to-day management of all internal company operations. The COO will report to the President and will maintain a dotted line reporting relationship to the company’s Board of Directors. The COO will directly supervise all company departments through subordinate managers. The COO also assumes full responsibility for all company activities in the absence of the President when directed by the board.

* **GENERAL MANAGEMENT/ADMINISTRATION**
1. Directs all internal operations of the company by supervising subordinate management.
2. Ensures accountability and the adherence to established performance standards and operational policies.
3. Works with the President and senior management team in the planning and development of work plans to ensure the successful completion of programs and projects.
4. Oversees the development and implementation of strategic plans and operating budgets.
5. Monitors compliance with corporate by-laws, charter and Board of Director policies.
* **FINANCIAL MANAGEMENT**
1. Provides direction of all accounting and financial functions to ensure the integrity and accuracy of control systems and financial reporting.
2. Monitors and audits corporate performance and financial viability to ensure progress toward attainment of corporate objectives.
* **PROGRAM/LEADERSHIP DEVELOPMENT**
1. Provides support to subordinate managers to ensure contract compliance and performance requirements.
2. Manages the performance reporting and staff development activities to ensure the appropriate matching of job requirements and employee skills and experiences.
* **CORPORATE DEVELOPMENT**
1. Makes recommendations regarding organization policies and procedures to the President and Board of Directors.
2. Supports the President on matters relating to securing loan fund capital and business model direction.
* **MARKETING AND COMMUNICATIONS**
1. Supports and promotes an understanding of the company’s mission through all forms of marketing, public relations and social media communication.
2. Ensures effective communication and understanding of company activities among staff members, between staff and Board, and with various diverse constituencies.
3. Supports and maintains ongoing working relationships with other community agencies.

**POSITION REQUIREMENTS**

**Education and Experience:**

* 20 years of general and financial management experience in banking, lending, or corporate environment.
* Experience with a multi-state or national organization desirable.
* Demonstrated track record in overseeing and evaluating staff and departmental performance.
* Knowledge of contract compliance and non-profit accounting practices desirable.
* Ability to learn and interpret laws, rules and regulations as they apply to commercial finance and/or government grant programs.
* Experience working with culturally diverse communities
* MBA degree or equivalent is preferable; Bachelor’s degree is required.

**Management Style**

* Strong leader/manager.
* Diplomatic yet decisive.
* Team-oriented, collaborative and proactive.
* Flexible, goal oriented and well organized.
* Action and results oriented.
* Adaptive to new situations.
* Visible and accessible.

**Skills and Abilities**

* Candidates should have excellent written and verbal skills.
* Able to implement new initiatives.
* Develop and maintain trust and confidence among various constituencies, both internal and external.
* Deliver measurable results.
* Evaluate problems in depth and exhibit sound judgment and problem solving abilities.
* Foster teamwork.

**In addition, the candidate should be able to:**

* Establish priorities and adjust organizational activities as appropriate.
* Lead by example.
* Maintain strong staff-management relationships and foster strong staff-client relationships.

**Apply:**

Please email your resume and cover letter to Human Resources at htheule@vedc.org.