



Position Posting Chief Operations Officer

Child and Family Charities, a multi service non-profit agency, is seeking a Chief Operating Officer to fulfill the mission of the agency by providing strategic vision and operational leadership as well as facilitating advocacy initiatives and community alliances.

The Chief Operations Officers (COO) serves as an internal leader of the organization with a strong day-to-day leadership presence, by demonstrating and promoting the organizations core beliefs and values. Guides the organizations programs and supports elements by creating a performance culture that demonstrates program excellence, regulatory compliance, staff engagement, customer service, and accountability. The COO delivers measurable results that contribute to helping the organization achieve its mission and vision in line with the strategic plan.

The ideal candidate for this position will be able to comprehend complex federal and state policy, provide constructive feedback for program improvement, work well with staff at multiple levels; have the ability to manage projects simultaneously and meet deadlines, possess excellent verbal and written communication skills as well as the ability to adapt to meet the needs of the departments.

EXPERIENCE AND QUALIFICATIONS

- Education: Master's Degree in Social Work, Business Administration or equivalent.
- Experience: Five years directly related experience with at least three years in supervision or administration, preferably in a human services agency and/or with Child Welfare experience
- Significant operational experience including the areas of Program Management, and quality assurance.

RESPONSIBILITIES

- Member of the Executive Team responsible for the overall daily and long term operations of the organization.
- Provides leadership with assistance in developing plans, policies and procedures as necessary for effective operation of the agency, and in conjunction with the CQI process.
- Oversees development of quality control procedures
- Responsible for and/or supports operations of all programs managed under Child and Family Charities.
- Participate in the annual budgeting process and ensure functional areas maintain operations to remain within budgeting constraints.
- Conducts quality assurance case record reviews within departments, identifies data trends and provides analysis
- Assists with the development, implementation, and monitoring of the agency's CQI plan
- Support the fund development function to ensure that accurate program information is available in order to write grants, solicit potential benefactors, etc. Assist with seeking out and identifying funding streams and sources. Knowledge of public and private funding streams and requirements, including juvenile justice, foster care, Medicaid, mental health, substance abuse, private insurance, etc.

Compensation: Competitive salary and fringe benefits.

To Apply: Submit cover letter and resume to: Liz Gonzalez, Director of Administration, Child and Family Charities, 4287 Five Oaks Drive, Lansing, MI, 48911. Or to liz@childandfamily.org

Child and Family Charities is an Equal Opportunity Employer
We value diversity, cultural competence, and teamwork