

**LOUISIANA BAR FOUNDATION
OPERATIONS DEPARTMENT
POSITION DESCRIPTION**

POSITION: Chief Operations Officer

STATUS: Exempt

REPORTS TO: Chief Executive Officer, Executive Director

POSITION SUMMARY: A senior executive in charge of guiding the workflow strategy and organization of all essential office processes. Tasks include reviewing the efficiency of current business functions, planning changes and updates to day-to-day operations, and collaborating with other management staff to set and meet objectives. The COO is second in the chain of command and serves as the Associate Executive Director as outlined in the LBF Succession Plan.

MANAGES: Development Department, Office Administrator

PRIMARY FUNCTIONS:

- Oversee daily operations of the organization and the work of departments (Communications, Development, Finance and Grants).
- Develop and implement strategies, plans and procedures needed to enhance company growth; work with the management team to set performance goals; evaluate performance by analyzing and interpreting data and metrics.
- Establish policies that promote organization culture and vision.
- Work closely with the Chief Executive Officer and Chief Financial Officer on all matters related to the organization.
- Lead employees to encourage maximum performance and dedication; participate in employee reviews and develop corrective action plans, if needed; cultivate and provide opportunities for rising talent within the organization.
- Provide written reports to the CEO in all matters of importance.
- Assist CEO in fundraising efforts reflected in the strategic plan.
- Participate in expansion activities (Strategic Partnerships, National Funders and Government Agency Partnerships).
- Manage relationships with partners/vendors.

QUALIFICATIONS:

- Bachelor's Degree in non-profit management, business, communications, or marketing.
- Multiple years' professional work in non-profit development and leadership positions.
- Leadership skills with steadfast resolve, personal integrity, and excellent communication skills.
- Understanding of business planning and regulatory issue.
- A solid grasp of data analysis and performance metrics.
- Quick diagnosis of problems and foresight into potential issues.
- Experience and success in coordinating resource development activities for a nonprofit.
- Ability to motivate board, committee volunteers and staff to reach development goals.
- Ability to work with people of diverse interests and backgrounds.
- Ability to work comfortably as a member of a flexible team.