



United Way of San Diego County

Job Title: Chief Operating Officer
Department: Finance & Administration
Reports to: President & CEO
FLSA Status: Exempt/Full-Time

Position Summary

To provide leadership and overall management direction to a wide range of difficult to complex activities related to finance, accounting, human resources, IT, facilities, administration and discretionary activities that serve to support effective business operations. Directs financial and administrative activities of the organization by performing the following duties personally or through subordinate staff. Support United Way's commitment to excellent customer service by facilitating communication and relationship-building with community partners and key stakeholders (local organizations, businesses, and individuals).

Key Responsibilities

Organizational Leadership

- Participates as a member of the Executive Team to provide a united, visible, and strong leadership presence across the organization to help instill new thinking, focus and prioritize efforts, and operationalize the organization's strategic plan.
- Partners with the President/CEO and Senior Management Team in promoting the long-range plans and goals of the organization.
- Provides oversight to the administration of functions that enable the organization to meet its commitments to the community.
- Monitors budgets, data analysis, grant compliance and other financial oversight.

Finance and Administration

- Oversees accounting/finance, IT, facilities, and human resources departments.
- Has a thorough understanding of financial statements and budgeting for operations.
- Provides administrative leadership with the Executive Team in the fulfillment of organization's mission and individual department objectives.
- Reviews and monitors the annual operating budget.
- Offers support as needed regarding completion of the annual audit, other compliance reporting, overall budget and financial controls.
- Oversees IT systems to meet the needs of employees and any implementation processes.
- Oversee HR staff to ensure UW attracts the highest caliber of talent to meet organizational goals.
- Oversees facilities, including property management and rental agreements.
- Ensures appropriate insurance coverage for risks including but not limited to general liability, D&O, and worker's comp.

Acquire and Utilize Knowledge

- Stays up-to-date on legal requirements and knowledge of financial, Human Resources and operations management.
- Maintains knowledge of current and evolving operations trends.
- Learn and maintain knowledge of United Way Worldwide systems and reporting requirements.



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Volunteer Leadership

- Provide expertise and partnership to volunteers.
- Offer visioning, leadership, and strategic direction to board committees (Finance, Audit, Investment).
- Works directly with committee chairs to prepare meeting agendas.

Staff Leadership

- Selects, guides, motivates, and participates in the training, professional development, and evaluation of direct reports.
- Provides goal setting, visioning, leadership, and strategic direction for Finance, Human Resources, and Administration staff.
- Responsible for accurate and timely completion and/or approval of organizational documents, including but not limited to performance reviews, professional development plans, goals and objectives, timesheets, expense and travel reimbursements, credit card reports, requisitions and ongoing documentation of performance accomplishments and areas requiring improvement.

QUALIFICATIONS

- Master's Degree preferred in public administration or business administration, or equivalent experience.
- Minimum ten years progressively responsible management experience.
- Possess strong leadership, negotiation, communication, coaching, problem solving, project management, and analytical skills.
- Ability to effectively present information to top management, public groups, and Board of Directors.
- Ability to respond to common inquiries or complaints from donors, customers, employees, regulatory agencies, or members of our community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- The person in this position frequently communicates with Leadership, Staff and the Public. Must be able to exchange accurate information in these situations.
- This person must be able to remain in a stationary position at the workstation 25% of the time and participate in meetings on and off-site 75% of the time
- This person must be able to utilize their own transportation for visits around the San Diego Community up to 50% to 75% of the time.
- Frequent walking or standing is required.
- The person in this position needs to be able to move about inside the office to access file cabinets, office machinery, etc.
- Hands are regularly used to write, type, key and handle or feel small controls.
- Weights of up to 30 pounds occasionally lifted (carrying devices provided)

The statements herein are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of incumbents.

Work Schedule:

Typical schedule is 8:00 a.m. to 4:30 p.m. Monday through Friday. However, flexibility is required due to nature of business. Schedule may be changed as needed, to include evenings, weekends and holidays.