**Chief Operating Officer**

**Job Description**

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| **About The Position** |

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| TitleChief Operating and Finance Officer  | **Team**Executive | **Revised Date**09-13-24 |
| **Hourly or Salary**Salary**Safety Sensitive**No | **Compensation**$50,000 - $60,000Limited Benefits Package Dependent on experience and support raising abilityHousing Included | **Reports To**CEO |
| **Direct Reports**yes | **FLSA Status**Exempt | **Full-time/Part-time**Full-Time |

# Position Summary and objective

# The COO/ CFO will work to implement strategy and vision, build New Vision’s culture, and serve as a key member of the senior leadership team. The COO/ CFO will work systematically to meet New Vision’s goals by addressing key staffing, process, finance and infrastructure issues.

# The COO/CFO will take New Vision’s priorities and direction and translate them into day-to-day standard operating procedures. She or He will monitor and assess ongoing strategies, conduct midcourse corrections and generally keep the senior leadership team informed of New Vision’s operations, including how its finances, technology, staffing relate to important goals. The COO/CFO will offer oversight to hiring, and will partner with his/her direct reports to prepare budgets and forecasts and will play a formative role in building the culture of New Vision around, production, community service, accountability and results. The COO/CFO provides oversight for the training, mentoring and capacity building at New Vision. He or she will be an internal advocate for efficiency, productivity and professional development.

# Essential Functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

* Serve as member of the Executive Team;
* Participate in the strategic planning process at New Vision;
* Implement, with the support of the CEO, the strategic plans, based on all available data;
* Oversee all operations and Finance daily and reports directly to the CEO, ensuring that all business operations are smooth and efficient, and all personnel matters are attended too.
* Establishes productive working relationships between and among the Executive Team, the staff and community partners to ensure that New Vision operates profitably, productively and with spiritual integrity.
* Provide oversight for New Vision’s budget, development and external relations activities;
* Build and cultivate a high-performing executive team and staff team and play an active role in attracting, retaining and developing a best-in-class staff;
* Identify and implement cost-effective ways to deliver state-of-the-art programs.
* Cultivate excellent relationships with local media and external partners; and provide oversight for New Vision’s presence in the social media and public relations.
* Work collaboratively with the Board, to ensure that Board goals filter into day-to-day management;
* Inform the Board regularly of internal organization matters, including relevant staffing, funding and program success and priorities; and
* Serve as a public representative of New Vision , in the absence of the CEO, keeping New Vision current and an active participant in regional and community events.
* Provide oversight of New Vision’s financial billing, accounting and reporting.
* Provide leadership in grant writing, executing and reporting working with CEO, Board and Staff.

# Competency - knowledge, skills, and abilities

* Background of success in process improvement, change leadership and change management
* Commitment to results; "can-do" mindset with emphasis on accountability
* Experience at Strong motivational and staff leadership abilities
* Excellent communication and presentation skills
* Sense of integrity, impeccable work ethic
* Strong faith and ability to encourage faith in others
* Solid organizational abilities, including planning, delegating, program development and task facilitation.
* Strong financial management skills, including budget preparation, analysis, decision making and reporting.
* Strong written and oral communication skills.
* Good public speaking ability.
* Strong work ethic with a high degree of energy.

# Supervisory responsibilities

* See above

# Work Location and Hours of Work

New Vision’s offices are currently located in the Chestnut Ridge community of Barbour County West Virginia. The chosen candidate must have reliable transportation to regularly attend work on the ridge and other locations, as required.

* The normal work week is Monday through Friday from 8:00 AM to 5:00 PM. New Vision allows managers and employees to negotiate a flexible work schedule. Uncompensated overtime is infrequently required when necessary to meet critical deadlines or respond to emergencies.

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# Environment Conditions, Physical Activity, Physical Demands

* Light lifting (up to 50 LBS with or without accommodation).
* Must be able to drive and work seated or standing at a desk and/or computer.

# Travel and Transportation Requirements

Candidates must provide reliable transportation to their primary work location. New Vision has a limited fleet of vehicles and frequently carpools to minimize travel burdens on employees. Travel expenses (excluding commutes) may be reimbursed per New Vision’s policies and procedures.

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# Required Experience and Education

* Bachelor’s Degree and /or Master's Degree in Business Administration, Finance, Economics or its equivalent in life skill experience; Master’s Degree Preferred
* 5 – 7 years successful senior leadership experience at a social impact organization, or business that produces quality goods or services.

# EEO Statement

New Vision Renewable Energy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

# Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

# Background or drug test

Candidates for this position will be required to pass a drug test as a condition of employment. Candidates for this position will be required to have a background check as a condition of employment.

**Signatures**

This job description has been approved by:

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exec \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_