

Now Hiring...Chief Operating Officer

- Are you an analytical thinker, a problem solver and someone who gets things done?
- Are you able to focus on ensuring stability by bringing structure, process and prioritization to situations?
- Do you excel at communicating a clear vision and actively listening to the needs of those around you?

If so, we are looking for you...a compassionate visionary leader with proven experience of helping to grow mission driven yet fiscally responsible organizations!!!

Who we are:

Sycamore Services, Inc., is a 501(c) 3 nonprofit organization devoted to making a difference in our community by offering individually designed services to adults and children with intellectual and developmental disabilities, and other conditions that can limit participation in life's daily activities. It is our goal to continually improve our services and create new opportunities for the communities and individuals we serve.

COO Job Summary:

The COO role is a key member of the senior management team, reporting to the CEO. Assists CEO with managing the affairs of the organization. Provides leadership and vision for all aspects of assigned programs and services within the agency.

COO Job Responsibilities:

- Acts as a strategic partner on the leadership team and works closely with the team to ensure they are meeting performance expectations including but not limited to customer satisfaction, operating efficiency, financial strength and effective growth.
- Motivates and leads a high-performance management team by coaching and developing the team to ensure they are delivering against key business metrics.
- Looks for methods to improve quality, efficiency and productivity of services delivered, reduce costs, increase profits, or improve control measures.
- Works collaboratively to develop and/or improve systems, processes, controls and procedures that improve the overall efficiency of the organization and insure excellent client service.
- Provides timely, accurate and complete reports on the operating condition of the company.
- Prepares and administers program budgets, with administrative oversight.
- Leads and develops a team across multiple locations and over various functions.
- Attracts, recruits, and retains required members of the management team.
- Provides mentoring as a cornerstone to the management career development program.
- Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.

- Demonstrates a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.
- Work autonomously while ensuring CEO expectations are readily met and exceeded.
- Fosters a success-oriented, accountable environment within the company.
- Represents the organization with clients, investors, and business partners.

COO Qualifications/Skills:

- Corporate management
- Financial planning and strategy
- Strategic planning and vision
- Promotion of process improvement
- Forecasting
- Marketing and business development
- Budget development

Education, Experience, and Licensing Requirements:

- Bachelor's degree in business, accounting, finance, or a related field required
- MBA strongly preferred.
- Minimum of 3 years of management experience.
- A combination of education, training and relevant experience deemed by Human Resources Department to be equivalent to the degree and experience requirement.
- Demonstrated understanding of risk management, compliance, and regulatory requirements.
- Demonstrated understanding of accounting principles including budgeting, balance sheets, income statements, cash flow, and capital planning management
- Demonstrated strategic leadership ability.
- Excellent communication and organizational skills.
- Membership in professional organization is an asset.
- Ability to work non-standard/flexible schedule.
- Ability to lift a minimum of 35 pounds; upper body leverage strength required.
- Must possess a valid driver's license.
- Strong analytical, written, verbal presentation and interpersonal skills required.
- Effective transportation to worksites and ability to travel between satellite offices and community locations.

Position Offers:

Competitive Salary, Benefits and a Sign-On Bonus Available

Benefits Include:

Health/Dental/Vision Insurance, Health Savings & Flexible Spending Accounts, COBRA, 401k, Mileage Reimbursement, Paid Time Off, Holiday Pay, Bereavement Leave, Short & Long-Term Disability Insurance, Life Insurance, Workers' Compensation Insurance, FMLA, Military Leave, Jury Duty Leave, Tuition Reimbursement & Employee Assistance Program

Service Location:
Indianapolis Surrounding Areas

Sycamore Services, Inc. is a recognized leader in making a difference in the lives of individuals with disabilities because of our integrity, positive outcomes and commitment to those served. EOE.

Sycamore Services, Inc.
(317) 664-7068

Please Apply Online at www.SycamoreServices.com
Or Send Resume to mlporter@sycamoreservices.com