

Alternatives For Girls - Job Summary

Job Title: Chief Operating Officer **Department:** Administration
Reports To: Chief Executive Officer **FLSA Status:** Exempt

SUMMARY: The Chief Operating Officer reports to the Chief Executive Officer, and is responsible for day-to-day operations of AFG's direct service programs and facilities, compliance by AFG's programs with agency policies and public law, development and implementation of long-term program planning, and ongoing evaluation of program services. The Chief Operating Officer works closely with the Chief Executive Officer, and supports and motivates agency staff members to ensure that AFG fulfills the agency mission. Position is full-time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Responsibilities:

1. Oversee operations of AFG programs, facility, HR, and IT operations, ensuring quality of services, development and preparation of program grants, compliance with licensing, legal, confidentiality, and funding source requirements.
2. Supervisory responsibility includes program directors and HR/IT manager.
3. Institute strengthened program evaluation and program planning; assist program directors to evaluate, measure, and strengthen best practices and measurable outcomes.
4. Oversee AFG budget and monitor implementation of AFG budget for programs and support operations departments.
5. Oversee management of the efficient and effective maintenance of AFG's facility including 32,000 square foot building, 1,000 square foot garage and AFG's outdoor property; and implementation of systems to maintain and continuously improve AFG's equipment, facility and office operating systems and budget.
6. Manage city, state, and federal licensing requirements and other regulations that apply to AFG shelter and other programs.

EDUCATION and/or EXPERIENCE

1. BA/BS minimum, and Master's degree preferred, in social work, business administration, public administration and at least five years of senior level experience with broad management, fiscal, and operational responsibility.
2. Demonstrated, successful experience with program evaluation.
3. Strong skills in creating, interpreting, analyzing, successfully implementing budgets, including experience in creative problem-solving to align revenues and expenses; grant budget management experience preferred.
4. Valid Michigan Driver's license, excellent driving record, access to personal vehicle for local driving required as part of community speaking and fundraising activities, training, and meeting participation.

Salary Range: approximately \$55,000 - \$63,000, commensurate with experience.

Send Resume to: HR Manager
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