

JOB DESCRIPTION

Job Title: Chief Operating Officer (COO)

Industry: Professional Development

Job Type: Full Time

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

Reports to: Other Corporate Officers

Department: Corporate

Job Definition and General Description:

As Chief Operating officer, he or she will be expected to be able handle multiple responsibilities at once. Oversee relations with programs, businesses, and schools that work closely with RISE. Represent the organization externally, as necessary. Assign department: employee accountabilities; objectives; and priorities. An ideal candidate will operate as an effective tactical as well as strategic thinker.

Reporting Relationship:

As a member of the executive board, the Chief Operating Officer is the director of the Operating Department at RISE, LLC. He or she will maintain continuous lines of communication, keeping the president informed of all critical issues within the Operating department. Three staff positions will report directly to the COO: External Evaluation and Monitoring Manager, the Administrative Support Specialist, and the Communications Chair.

Duties and Responsibilities:

The Chief Operating Officer is responsible for all operating activities at RISE, LLC. He or she will work with all other members of the executive board as well as staff within the operating department. Direct responsibilities to the COO include Schedule and book conferences, group sessions, and team-building exercises. Meet with business leaders and schools to discuss whereabouts and which RISE professionals will work the event. Oversee administrative aspect of making sure events run and end on time. Oversee relations with programs, businesses, and schools that work closely with RISE.

The primary purpose of the Chief Operating Officer is to work with and develop healthy relationships with RISE professionals and internal personnel. As well as Promote a culture of high performance and continuous improvement that values learning and a commitment to quality. Help decide effectively who should be hired to become a RISE professional.

Position Requirements:

Ideal candidates must be energetic, flexible, collaborative, and proactive; as well as a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives. This position requires excellent judgment and creative problem solving skills; that include negotiation and conflict resolution skills.

A candidate must also display the following skills/acumen:

- Exceptional written, oral, interpersonal, and presentation skills.
- Ability to effectively interface with senior management RISE's board of directors and staff.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Effectively determine and be knowledgeable about which aspects are most valuable in the market place to obtain a legal license in.
- Passion for RISE's mission statement

Education and Experience:

- Master's degree in Economics, or a business related field
- Experience in the field of business

Additional Information:

- The Chief Operating Officer will work a 40 hour work week
- The beginning salary for this position is \$60,000 paid at bi-weekly intervals with a 5% increase each year