

Pacific Educational Group
POSITION DESCRIPTION

Position Title: CHIEF OPERATIONS OFFICER

Description: The Chief Operations Officer is responsible for enhancing and directing PEG's operational processes and infrastructure to advance its mission and goals as the leading training and consulting organization for racial equity in education.

Reports To: President / CEO

FTE: 0.7- 1.0

Essential Duties:

- Serves as a member of the Executive Team (with President/CEO and Chief Programming Officer), providing organizational leadership, management, and planning.
- Directs PEG's operations to meet budget and other financial goals.
- Manages, monitors, and oversees all financial and business planning activities, including maintaining effective working relationships with PEG's external financial team (accountant, banks, benefits, payroll, vendors, etc.).
- Directs and monitors short- and long-range planning and budget development to support PEG's mission, programs, products, and services (including our annual national conference).
- Oversees development, reporting, and monitoring of PEG's employee performance metrics.
- Manages and oversees PEG's human resource function, including policy development; recruitment, hiring, and compensation; benefits administration and oversight; professional training and development; regulatory oversight and legal compliance; workplace environment.
- Directs and manages the operational components of a large, annual national conference as well as periodic regional conferences and meetings.
- Provides structure, guidance, leadership, and accountability through senior management to advance PEG's employee goal-setting and performance assessment process.
- Oversees risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements.
- Procures, manages, and monitors business insurance policies.
- Works with the Information Technology Manager to ensure ongoing maintenance and updating of information systems and infrastructure, including hardware and software.
- Supervises, manages, and oversees administrative functions for operations staff, ensuring smooth daily operations.
- Leads, develops, and facilitates a culture of collaboration within PEG, including processes and infrastructures, to strengthen its mission, programs, products, and services through the richness of the entire PEG employee team.

Other Duties:

Performs other related tasks and assumes additional responsibility as may be assigned by the President/CEO.

Qualifications:

- Substantial proven experience in leading the operations of a small organization, particularly those focused on education.
- Demonstrated effectiveness with systems development and organizational growth, with emphasis on financial and human resources management.
- Demonstrated skill and confidence in leading a growing organization and managing an annual budget of \$3-5 million.
- Excellent oral and written communication skills, including knowledge of intercultural/racial communications and interactional styles.
- Demonstrated effectiveness in creating and sustaining cross-racial relationships.
- Evidence of personal initiative and a collaborative work style.
- Experience with PEG's current financial and client/project management systems is preferred: Quickbooks, Highrise, Basecamp.