



JOB OPPORTUNITY: CHIEF OPERATING OFFICER

A large, independent, multi-service, Catholic organization seeks an individual to fill the position of Chief Operating Officer (COO). The organization has an annual operating budget of more than \$20 million, over 350 employees, and operates out of a combination of owned and rented office space in Allegheny and surrounding counties. This position will report to the President and oversee Central Operations (HR, accounting, risk management, IT and facilities) in support of more than a dozen programs with a particular focus on financial management and organizational effectiveness. Direct reports include the CFO, Directors of HR, Facilities and IT, and the Manager of Risk, Quality and Compliance. Regular interaction with the Board of Directors is expected.

QUALIFICATIONS

Education and Experience: Must understand, support and embrace the mission of the Sisters of the Holy Family of Nazareth and Holy Family Institute and possess the following:

- A minimum of 15 years of progressively responsible work experience in financial administration.
- Experience with non-profit accounting and proficiency with computerized accounting software and Microsoft Office products.
- Progressive experience in social services or educational organization preferred.
- An advanced degree such as an MBA, MPA, CPA or comparable is required.

Knowledge, skills, and abilities: The position requires accounting and financial acumen and the ability to perform and/or direct all relevant financial activities, including budgeting, forecasting, monitoring, and reporting. Strong organizational and communication skills, high level of attention to detail, analytical problem solving, and ability to gather, analyze and communicate data and concepts. Accuracy, confidentiality, and discretion are essential. Familiarity with human resources procedures and basic contracts is required. Experience with fundraising record keeping, IT infrastructure, and physical plant management helpful.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature; no special demands are required.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
- Must be able to sit for long periods of time while working on a computer.
- Must be able to talk, listen, and speak clearly on the telephone.

OTHER REQUIREMENTS

A valid driver's license is required. The following clearances are required and part of the new hire process.

- Pennsylvania Child Abuse History Clearance (Act 33)
- Pennsylvania State Police Criminal Record Check (Act 34)
- FBI Fingerprint Criminal Background Check – Department of Human Services

OUR COMMITMENT TO DIVERSITY AND INCLUSION

Holy Family Institute actively recruits employees from all faiths, backgrounds, and experiences because we believe that a variety of viewpoints can lead to a variety of solutions for the organization and for those we serve. We believe in a workplace where employees feel valued and respected for who they are, and where opinions are welcomed. We believe every employee can play an important role in contributing to our mission of empowering children and families to lead responsible lives and develop healthy relationships built on faith, hope, and love.

TO APPLY

Visit the Holy Family Institute Careers page to learn more about our employee benefits, and to apply: <https://www.hfi-pgh.org/careers/>