

Business Leaders for Michigan Chief Operating Officer Job Description

Business Leaders for Michigan is seeking an experienced leader to fill the role of Chief Operating Officer. Our ideal executive will have:

- Experience managing an organization, working with a Board of Directors, managing a budget and supervising staff
- Working knowledge of public policy, state and local politics, the legislative process and business operations
- Excellent written and verbal communication skills
- The ability to exercise good judgement in a variety of situations, including political judgement and sensitivity
- Experience working with policymakers and C-suite executives

This role is a critical part of our mission-driven environment and the ideal candidate must be a proactive, decisive leader and strategic thinker who is results-driven.

Key Responsibilities:

- Serve as Board Secretary by managing Board relations, Board meeting preparation and execution
- Manage the day-to-day operations of the organization
- Oversee the organization's budget, administrative and HR issues, internal controls and audit process
- Work closely with the CEO to achieve the goals of the organization
- Oversee major events
- Ability to step-in for the CEO, when appropriate, acting as the representative of Business Leaders for Michigan.

Professional Experience/Qualifications:

- Expert-level written and verbal communication skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service
- Bachelor's degree in business or public policy, or comparable experience
- Experience working with a Board of Directors
- Experience working with elected officials and C-suite executives
- Experience managing an organization and staff
- Experience managing budgets, vendor contracts and multiple projects
- Politically savvy

Education:

- Bachelor's Degree, with an advanced degree preferred

Compensation:

- A competitive compensation package will be offered to attract an outstanding candidate.

Submit resumes to: HR@businessleadersformichigan.com