**Chief Operating Officer, COO**

The COO will have overall strategic and operational responsibility for all Open Health Care Clinic divisions and programs and will manage a group of program directors. The COO will provide leadership to the non-profit strategic planning process and will implement new programmatic strategic initiatives. In addition, the COO will provide coordination for the senior management team and work with the CEO to keep the Board of Directors abreast of programmatic strategies and challenges.

Job Type: Full-time

**Duties**:

         Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all programs;

         Identify opportunities for OHCC to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges;

         Work with the Chief Financial Officer to prepare and submit an annual operational budget,

         Ensure the continued financial viability of OHCC' s operational units through sound fiscal management;

         Manage and cultivate existing relationships with funders to secure and expand recurring revenue streams;

         Provide programmatic leadership and input for all strategic plan implementation processes with the CEO and staff and coach program directors as they implement the strategic plan and transition program operations;

         Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation;

         Contribute to the development of OHCC strategic goals and objectives as well as the overall management of the organization;

         Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;

         Work with the Human Resources Department to ensure staff members receive timely and appropriate training and development;

         Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments;

Minimum Qualifications: MBA preferred, minimum of 3 plus years working in a Community Health Care Clinic and/or FQHC.