



Chief Operating Officer

About the Organization:

Junior Achievement's mission is to inspire and prepare young people to succeed in the global economy. Our corporate and community volunteers deliver relevant, hands-on experiences that teach students from K - 12 the basics of financial literacy, work readiness, and entrepreneurship. JA programs empower students to make a connection between what they learn in school and how this knowledge and experience can be applied in the real world to create and own their economic success. Junior Achievement of Southwest New England serves seven Connecticut counties (excluding only Fairfield County).

This year, JA of Southwest New England plans to serve 35,000 students through a combination of virtual, hybrid, and in-person programs. JA of Southwest New England, with an office based in Hartford, has been recognized by JA USA for six consecutive years for financial stability, student growth, and overall management efficiency.

Position Overview:

Reporting to the President & CEO (CEO), the Chief Operating Officer (COO) is an integral member of the senior leadership team. The COO will have overall responsibility for JA's Education, Development, Marketing and Events and Operations teams, overseeing the implementation of new strategic initiatives and serving as a liaison to JA's external partners and Board of Directors. This position will also oversee the Financial, IT, Human Resources, and Infrastructure/Office functions.

Duties and Responsibilities:

- Lead and manage the Operations of Junior Achievement of Southwest New England (JASWNE).
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Collaborate with the CEO to develop and oversee budgets and the financial status of the organization.
- Provide leadership and input for strategic plan implementation processes with the CEO and senior staff.
- Manage complex cross-departmental initiatives that advance the achievement of JA's strategic goals.
- Oversee and manage all: staff performance management and evaluation, goal development, implementation, professional development, and ongoing assessment.
- Oversee and manage the execution of organizational brand, marketing, communications and outreach plans and programs.
- Oversee and ensure the successful delivery and completion of JA signature events including JA Business Hall of Fame; JA Golf Classic; Partners in Achievement Breakfast; Office Warriors; etc.
- Align budget, staff, and organizational priorities with the overall company strategic plan.
- Actively interact with JA Board members and serve as the primary liaison for board committees.
- Serve as the primary liaison for the New Haven Advisory Board of Directors and manage all aspects consistent with the strategic plan.
- Provide leadership and direction for JA's DEI initiatives consistent with the strategic plan and budget.
- In partnership with the CEO, oversee the development and implementation of all major initiatives such as: BizTown/Finance Park; Submarine program; and 3DE high school and college credit.
- Oversee involvement and monitoring of external vendors and consultants including Insurance, Leases, Health Benefits, HR Resource Management, and other areas as needed.
- Oversee staff meeting/retreat planning execution and follow-up.
- Attend external JA related events on behalf of the CEO.



- Serve on multiple community/organization boards.
- Perform other related duties as assigned by the CEO.

Our Ideal Candidate:

You are a resourceful, organized, and creative thinker; a self-starter, a confident and comfortable relationship-builder, and a strong communicator. You're a collaborative team player and leader who is passionate about and committed to excellence, takes initiative, thinks creatively to solve problems, consistently meets and exceeds objectives and revenue generation goals, and works with a sense of humor and humility. You are highly organized, have strong project management skills, are attentive to detail, and process oriented. You can prioritize and execute multiple time-sensitive priorities with precision and integrity; and motivate and seamlessly lead your team and colleagues to do the same.

Qualifications:

- Bachelor's degree required; Master's degree preferred; MBA a plus.
- Minimum of 7-10+ years of related experience in an operational leadership role, preferably in a non-profit setting.
- Excellent leadership, strategic planning, and implementation skills.
- Excellent relationship management and team building skills; and the ability to work with a variety of constituents including board members, educators, event sponsors, corporate leaders, and individuals.
- Ability to plan, prioritize and organize work to maximize team performance and meet customer expectations.
- Proficiency in budgeting, financial management, and human resources practices.
- Energy, optimism, and a commitment to JA's mission.
- Demonstrated excellent communication skills (verbal, written, presentation, interpersonal).
- Ability to work effectively with people from diverse backgrounds.
- Proficient in Microsoft office suite; ability to use customer relations database (CRM) systems (BCRM, QGiv, First Giving).
- Ability and willingness to travel within the organization's territory.

We actively seek people who bring diverse backgrounds and perspectives to join us in our work. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued, and included. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals.

Junior Achievement of Southwest New England offers a competitive benefits package to full-time employees including medical and dental insurance; a 401k plan; and generous Paid Time Off and Paid Holidays; in a supportive hybrid work schedule of 2-3 days per week in the office.

Resumes will be evaluated on a rolling basis. Please be sure to include a cover letter along with your resume.

How to Apply: Please email a cover letter and resume to William Stapell, WStapell@accountingresourcesinc.com