



CHIEF OPERATING OFFICER Job Posting

The Center for Michigan, publisher of Bridge Michigan and BridgeDetroit, seeks a full-time Chief Operating Officer (COO) to drive the effectiveness of the Center for Michigan's leadership, management, human resources, systems and processes to maximize the overall impact of the Center and its public service. This role is a partner to the CEO and the entire organization - helping the CEO to make and execute great decisions; serving as analyst, decision-framer, project manager, change agent, and coach. The successful candidate should be detail-oriented, proactive, decisive, empathetic, curious, tactful and flexible.

The COO ensures decisions across the organization are aligned with our mission: *Making Michigan better through high-quality, nonpartisan journalism & engagement*. And continually promotes the [values](#) of the organization.

The COO will work closely with the CEO and our entire team in the following areas:

Strategy

- Serve as a thought partner to the CEO, publisher and editors, providing strategic guidance on culture, employee relations and talent retention.
- Offer unfiltered perspective on the overall agenda for the organization, uncovering new possibilities and challenging ideas.
- Help identify areas where leaders should direct their focus and regularly set and evaluate metrics for success; monitor key performance indicators.
- Act as manager of annual strategic planning, ensuring alignment with the CEO and leadership team.

Project Management

- Manage a portfolio of projects; coordination across projects, operational areas, contractors, etc.
- Build strong relationships with team members across the organization to influence outcomes and maintain momentum; bring together important stakeholders and help drive decisions; bird's eye view to make connections across the organization.
- Anticipate organizational needs before they happen; and keenly/resourcefully develop ways to fulfill needs of the organization.
- Manage recurrent leadership meetings, board coordination and governance processes on behalf of the CEO.

- Upgrade and implement policies, internal controls, accounting standards, and procedures.
- Attend and facilitate complex, cross-departmental discussions to ensure that good decisions are reached and that decisions are carried out.

Human Resources

- Promote workplace quality and ensure we are following diversity, equity and inclusion initiatives and best practices.
- Coordinate and lead regular all-staff trainings, updates and gatherings.
- Play a key role in hiring and onboarding strategy.
- Evaluate and improve HR processes for recruiting and onboarding, benefits, performance evaluations and compensation.
- Maintain a strong and connected staff culture in a hybrid remote work environment
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Chief manager of relationship with our HR PEO.

Finance

- Manage budget oversight and annual budgeting process.
- Chief manager of financial services contractor and banking/investment relationship.

Desired Capabilities and Experience

- Detail-oriented; Proactive; Decisive; Empathetic; Curious; Tactful; Flexible
- Excellence in organizational management with the ability to coach a senior-level staff to manage and develop high-performance teams and develop and implement program strategies.
- Experience in program budgeting and fiscal management.
- Experience managing human resources including personnel, compensation, and recruiting.
- Track record of effectively contributing to the leadership of a nonprofit organization with a complex array of programs with the ability to leverage strengths across program areas.
- Excellent project management skills. Ability to point to specific examples of having led organizational transformation projects and program development.
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Unwavering commitment to mission, quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
- Minimum BS/BA degree with at least 10 years of experience and a track record in senior program management.

The full-time position will be expected to work out of the Center for Michigan's Ypsilanti office in a hybrid work-from-office/work-from-home environment, spending approximately 2-3 days a week in the office working with other Center staff. The position reports to the Center for Michigan's Chief Executive Officer.

How to Apply

Position is open until filled. Please submit brief answers to the questions below and a resume to jobs@centerformichigan.org with "COO" in the subject line. We will be glad to hear from you and will do all we can to answer any questions you have about the Center for Michigan, the role and the hiring process.

Three questions to answer in brief in lieu of a cover letter:

1. What about this position compelled you to apply?
2. Describe your leadership style.
3. Describe your approach to or an experience with organizational transformation.

About The Center for Michigan

Founded in 2006, the Center for Michigan is a nonprofit organization dedicated to making Michigan better through high-quality, nonpartisan journalism and engagement.

The Center for Michigan offers competitive salaries and flexible work arrangements. The targeted compensation for this position begins at \$120,000 annually. Our offices have a casual environment and we respect work-life balance. Benefits at the Center for Michigan include:

- medical, vision, and dental insurance
- 4-6 weeks of maternity/paternity/adoption leave
- minimum three weeks paid time off per year

The Center for Michigan is an equal opportunity employer, committed to diversity in our workforce and creating an inclusive environment. As we are working towards building an organization that better reflects the communities we serve, we especially encourage members of traditionally underrepresented communities to apply, including people of color, women, members of the LGBTQIA+ community, and people with disabilities.

All qualified applicants will receive consideration for employment. The Center for Michigan will not discriminate in its employment practices due to an applicant's race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability/handicap, height, weight, marital status, familial status, veteran status, citizenship, or any other classification protected by federal or state law or local ordinance.

The deadline for applications is March 15, 2023.