

Job Description for the Chief Operations Officer (COO) for the Quality Texas Foundation Regional Program (QTFRP)

Job Title	Chief Operations Officer (COO)
Position Description	Be responsible for all administrative and organizational requirements including website oversight, financial management, registration for events, data collection/reporting, monitoring deadlines, working with outside vendors for events, event planning/hosting, assisting Teams with Site Visit requirements and customer service/support. Assist the CEO as needed to support leadership, training, curriculum building, customer support, and continuous improvement guidance to the region based on the Baldrige Criteria.
Supervisor	Board of Directors Chair if the CEO and COO are relatives. Otherwise, the CEO is the supervisor.
Location	Must be a resident of Texas or agree to move to Texas Not Later Than January 1, 2025
Key Responsibilities	<p>Administrative Requirements. Include but are not limited to excellent organizational skills, financial management, event planning/registration/Cvent, website updates/maintenance, data collection.</p> <p>Baldrige Criteria. The new COO must become very well versed in the Baldrige Framework (Criteria).</p> <p>Books. The new COO must begin a very disciplined reading program focused on the Baldrige Criteria topics and a review of financial management practices.</p> <p>Financial Management. The COO must be able to work with the accountant, monitor invoicing, memberships, training/conference registration/payment, sponsorship funds, deposits, and maintain appropriate records to monitor each.</p>
Goals	See Strategic Plan which is available upon request.
Knowledge, skills, and Talent	Must be a dynamic personality with a high level of organizational skills that can lead and motivate many volunteers while maintaining financial accountability for the program.
Education and Experience	Formal Education. A bachelor's degree is the minimum which may be substituted with years of experience in the field.
Ideal Candidates	Ideal Candidates. The Ideal COO should have held prominent positions in organizations and be versed in the Baldrige application process. Not-for-profit experience would be helpful but not a requirement.
Salary and Benefits	Salaries. COO initial salary of \$70K. QTF Match for the 401K is initially 5%. Pay raises and potential bonuses depend upon income acquired. Healthcare is open for discussion and may be inserted into salaries.