



Position Description

Position Title: Loaned Executive/Temporary Chief Operating Officer
Reports to: Executive Director

Job Summary

Burten, Bell, Carr Development, Inc. is seeking a dynamic and experienced Loaned Executive/Temporary Chief Operating Officer (COO) to join our team on a temporary basis. This role is critical in reviewing and enhancing our internal processes, conducting a thorough talent assessment, and designing a new Associate Director/Chief Operating Officer role. The successful candidate will also assist in onboarding the newly hired individual for this position.

Essential Functions

- **Review and Recommendations:** Conduct a comprehensive review of BBC's internal processes and provide actionable recommendations for improvement.
- **Talent Assessment:** Evaluate the current talent within the organization to identify strengths, gaps, and opportunities for development.
- **Role Design:** Collaborate with senior leadership to create and design the Associate Director/Chief Operating Officer role, ensuring alignment with BBC's mission and strategic goals.
- **Onboarding Support:** Assist in the onboarding process of the newly identified and hired Associate Director/Chief Operating Officer, ensuring a smooth transition and integration into the organization.
- **Special Projects:** Support Executive Director in project management of one-time or special projects such as real estate portfolio analysis, WOVU Radio Station analysis, etc.

Skills and Experience

- Proven experience in a senior leadership role, preferably as a COO or similar position.
- Strong background in organizational development, process improvement, and talent management.
- Excellent analytical, strategic planning, and problem-solving skills.
- Exceptional communication and interpersonal abilities.
- Commitment to BBC's mission of empowering citizens and revitalizing communities.

Compensation

How to Apply

Interested candidates should submit their resume and a cover letter detailing their relevant experience and why they are a good fit for this role to www.bbcdevelopment.org/find-employment or send your resume and cover letter to info@bbcdevelopment.org.

EOE