



POSITION OPENING

Position Title:	Chief Operating Officer
Department:	Administration
Reports to:	CEO
Exempt/Non-Exempt:	Exempt
Full/Part-Time	Fulltime
Work Location	Great Falls, MT
Effective Date:	June, 2019

MISSION

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities who develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

POSITION

The COO is a mission-focused, strategic and process-minded individual with experience scaling an organization, leading a senior management team, and developing a performance culture in an athlete-centered, family-based, volunteer-driven and sponsor/donor supported environment. To be successful, the COO will have the skills, sensitivity, and ability to tap into the strength that each member of the team brings to our mission. It is essential that the COO extends the necessary leadership to increase our reach and improve our services.

MAJOR RESPONSIBILITIES

- Partner with the CEO to design and implement a strategic plan that achieves a long range vision.
- Lead internal operations.
- Manage human resource functions.
- Inspire and supervise senior leaders.
- Oversee Department operations.
- Oversee facilities and assets.
- Attention to risk management.
- Lead efforts to develop organizational culture.
- Empower a volunteer driven organization.

- Attention to brand integrity.
- Assist with other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- Bachelor's Degree from an accredited college or university.
- Demonstrated ability to lead.
- Demonstrated experience managing others.
- Proven experience conducting human resource functions.
- Demonstrated ability to be self-directed and work independently while balancing competing priorities.
- Demonstrated ability to successfully mentor and inspire individuals with diverse skills and interests.
- Demonstrated excellence in written and spoken communication.
- Proficiency using technology.
- Valid driver's license with ability to meet insurability requirements.
- Ability to lift a minimum of 50 pounds.
- Willingness to travel extensively (approximately 25%) by vehicle statewide, with some out-of-state travel by air and vehicle.

PERSONAL CHARACTERISTICS

- Engaging personality that enjoys building meaningful relationships.
- Creative, energetic and committed to excellence.
- Ability to work in a fast-paced, visionary environment.
- Effective problem-solver.
- Personality that demonstrates sensitivity, acceptance and a positive approach to interaction with staff, volunteers, Special Olympics athletes and the public.
- Effective conflict resolution skills.

COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience and qualifications.

Generous benefits include health, vision and dental insurance; 403b tax-deferred retirement plan matched by employer up to 4% of salary; paid holidays; vacation and sick leave package; and a talented team of staff that promotes personal growth and job satisfaction.

APPLICATION REQUIREMENTS AND DEADLINE

Applications accepted until position is filled. Email a letter of application, resume and salary requirements to: rmccarty@somt.org or mail to: Chief Operating Officer Search, Special Olympics Montana, PO Box 3507, Great Falls, MT 59403-3507.