

CHIEF OPERATING OFFICER

Mental Illness Recovery Center

Columbia, SC / \$85,000 - \$110,000

The Mental Illness Recovery Center (Miri) is a Non-Profit that works with vulnerable adults aged 17 and up who need immediate and continuing life assistance due to mental illness, specifically those experiencing homelessness and those at-risk of homelessness.

JOB FUNCTION:

Under limited supervision of the President & CEO, the COO is responsible for oversight and management of all non-treatment program areas of large nonprofit agency, to include compliance with regulatory agencies and funding sources. Serve on the senior management team of the agency.

KNOWLEDGE, SKILLS & ABILITIES NEEDED:

- Excellent research and writing skills with ability to write effectively and persuasively in areas of policy, project management, program execution, and strategic planning
- Policy expertise in federal and state multifamily housing program administration, program planning and development, and program evaluation
- Experience in leading projects and growing programs within nonprofit organization/s
- Ability to grasp technical understanding of grant and funding mechanisms, including compliance and reporting
- Ability to provide clear guidance to staff within the operations department
- Ability to work collaboratively with other senior managers and Board of Directors

EXAMPLES OF WORK:

- Oversee adherence and compliance to standards and directives of funding regulatory agencies and funding sources
- Participate with senior managers in leading accreditation process
- Overall management and supervision, to include compliance with regulations, of federal and state supportive housing and homeless assistance programs
- Participate in development of program and service initiatives, to include fund development
- Oversee, review and update risk management plans across all housing programs, and on ongoing basis review data to identify trends and areas needing improvement
- With CFO and CEO, involved in developing budgets for housing programs, and ensuring program compliance with budgets
- Overall supervision of the grants management activities of the agency
- Participate with senior management team in assuring quality management and strategic planning for the overall agency

- Oversee the management and maintenance of facilities and vehicles

MINIMUM REQUIREMENTS:

Graduate degree in Business Administration, Public Health Administration or similar discipline, with a minimum of 10 years of management experience in private, nonprofit sector.

Necessary Special Requirements:

Must have a valid SC driver's license and a good driving record. Must be certifiable in defensive driving and Standard CPR/1st-Aid.