



## ESCCO – COUNCIL OF GOVERNMENTS

### OCALI

#### JOB DESCRIPTION

# COORDINATOR – BUSINESS AND STRATEGIC DEVELOPMENT

#### **Minimum Qualifications:**

- Bachelor's degree in related field required
- Master's degree and training in social entrepreneurship preferred
- Demonstrated success managing contracts/grant agreements and associated budgets
- Proven experience developing and implementing procedures and policies to improve organizational efficiencies
- Diverse experiences with public, nonprofit, and/or community-based programming for families and professionals
- Strong oral and written communication skills
- Self-motivation and initiative
- Ability to lead and collaborate in a matrix environment
- Organizational/business acumen and interest
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- Excellent project management skills and ability to manage deadlines
- Client-facing (customer service) and interpersonal skills
- Proficiency in IT, including but not limited to, G Suite, Microsoft Word and Excel, and familiarity accounting/financial software concepts
- Demonstrated and strong analytical and numerical skills, and a methodical approach to problem solving
- Strong teaming skills and ability to work with a team in a solution focused approach
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Executive Director and Senior Director – Strategies, Operation & Finance

**Job Objectives:**

The Business and Strategic Development Coordinator leads the Fiscal and Operations team to coordinate various budgets associated with OCALI's 10 Centers and other projects, shares human resources responsibilities, and supports the organizational mission with a focus on improving efficiencies, fiscal responsibility, and increasing productivity.

**Responsibilities and Essential Functions:**

'The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.'

- Directs and coordinates organization's financial and budget activities to fund operations, maximize contracts/grant agreements and increase efficiency, includes financial forecasting and risk analysis
- Works with Leadership Team on organizational strategy to increase fiscal efficiency, and plan for organizational growth and diversification
- Works with leadership to identify and act on opportunities for fundraising and social entrepreneurship
- Monitors all OCALI Centers, Integrated Systems Team contracts to ensure that they efficiently and effectively provide needed services while staying within budgetary limits
- Develops and oversees a fiscal team with designated management of all OCALI budgets under the direction of the Senior Director
- Collates, prepares, and interprets reports, budgets, accounts, commentaries, and financial statements
- Reviews financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement
- Works with the ESCCO and other budgeting staff to manage payrolls of all OCALI staff
- Monitors the terms of sales contracts, purchasing orders, and vendor agreements working with other budgeting staff
- Establishes and implements departmental policies, goals, objectives, and procedures, conferring with organization leadership and staff members as necessary
- Working with Senior Director, supervises human resources and budgeting staff
- Works with Senior Director to determine staffing requirements and direct recruiting, interviewing, hiring, and training of new employees
- Oversees employee personnel files, including new staff employment paperwork
- Performs other specific job-related duties as directed by Superintendent or his/her designee.

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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