

**Flint Cultural Center Corporation**  
601 E Second St, Flint  
**Job Posting**

**Job Title:** Chief Operating Officer  
**Department:** Flint Cultural Center Corporation (FCCC) Administration  
**FLSA Status:** Exempt

**General Description**

The Flint Cultural Center Corporation's Chief Operating Officer (COO), supports the policies and objectives set forth by the FCCC Board of Directors. S/he provides the leadership, management and vision necessary to ensure that the Flint Cultural Center Corporation (FCCC) has the proper operational controls, administrative and reporting procedures, and systems in place to effectively further FCCC's mission, vision, goals and objectives, and to ensure financial strength and operating efficiency.

The COO supervises the following operational areas: Accounting, Facility Operations, Finance, Human Resources, Information Systems, Security, and any shared services of the corporation and its partners.

**Responsibilities**

- A. Fiscal Management**
  - 1. Facilitate the preparation of annual budgets, annual audit preparation, and tax filings.
  - 2. Oversee management of the endowment, including investment strategies consistent with the organization's investment policy and donor intent.
  - 3. Provide strategic financial input and leadership on decision making issues affecting FCCC, i.e. evaluation of investments, providing technical financial advice and knowledge, timely and accurate analysis of budgets, financial reports and financial trends in order to assist the FCCC Board of Directors.
  - 4. Provide leadership and management for continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
  - 5. Report financial information to the Finance Committee monthly and the FCCC Board of Directors at their regularly scheduled meetings.
- B. Property Management**
  - 1. Oversee risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
  - 2. Interact constructively with all constituents and leasing organizations in order to communicate effectively the FCCC vision, mission, values and programs.
- C. Shared Services Management**
  - 1. Lead and coordinate joint development efforts that support the entire organization including grant writing and events.
  - 2. Work effectively with the other executive leaders for The Whiting and Sloan\*Longway.
  - 3. Initiate, develop, and lead opportunities for shared services among all entities located within the Flint Cultural Center.
  - 4. Through Human Resources, provide labor negotiation support to the Executive Director of the Whiting.
- D. Administrative Management**
  - 1. Plan, develop, direct, and administer the operational activities supporting the Flint Cultural Center.
  - 2. Collaborate with the FCCC Board of Directors to implement the strategic plan, while ensuring that the budget, staff, and priorities are aligned with the FCCC's core mission as well as creating a transparent working relationship
  - 3. Serve as an ex-officio, non-voting member of the FCCC Board of Directors and its committees as requested.
  - 4. Assist Board Chair with orientation of new FCCC Board members.
  - 5. Recruit, train, develop, evaluate and supervise professional and support staff and demonstrate a strong commitment to attaining and retaining a diverse and representative workforce.
  - 6. Maintain a public presence for the FCCC throughout the community.
  - 7. Perform other duties as directed by the FCCC Board of Directors, speaking through the Board Chair.

**Minimum Required Knowledge, Skills, and Abilities:**

- Minimum of a Bachelor's degree along with 5 years of demonstrated progressive administrative and management experience.
- Budget experience that encompasses the management of resources and the reconciliation of competing needs in excess of available resources.
- Demonstrated experience in strategic planning, financial planning and analysis, as well as managing/supervising staff.
- Demonstrated ability in facilitating groups as well as planning, organizing, and conducting meetings.
- High energy level, sense of humor, diplomatic/tactful, and passionate about the dimensions of this position.
- Excellent organizational and problem solving skills including the ability to anticipate needs and concerns of stakeholders.
- Demonstrated project planning and management, time management, and priority setting skills. Ability to work successfully in a high stress environment, handling multiple tasks and projects simultaneously. Demonstrated history of on-time delivery of projects; project coordination; and anticipation of issues.
- Good interpersonal skills, including listening, with demonstrated ability to work with diverse groups of people. Must have the ability to work as a team member, foster a cooperative work environment and maintain effective relationships.

**Additional Preferred Qualifications:**

- Master's Degree along with 10 years of demonstrated progressive administrative and management experience.
- Experience working with bargaining units.

Email or mail cover letter, resume, references, and salary requirements to:

**Apply To:** Email: [cborkowski@fcccorp.org](mailto:cborkowski@fcccorp.org)  
**Flint Cultural Center Corporation**  
Attn: Cheryl Borkowski  
601 E Second St, Flint, MI 48503

**Date Posted:** 05/22/17 Posting will remain active until filled

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**