

Job Description



Chief Operations Officer

Employee Classification: Salaried, Full-Time

Date: May 1, 2021

Name:

Reports To: Garret Barbush, President & CEO

Approved By: Men of Iron Board of Directors

Purpose:

The Chief Operations Officer (COO) is a senior executive tasked with overseeing the day-to-day administrative and operational functions of Men of Iron. He is responsible for the management and performance of Men of Iron's organizational core functions. The COO will be responsible to develop and implement a scalable business model for Men of Iron's programs and services. He will also be responsible for developing core processes to reinforce, align and define discipline-specific actions which serve to uphold the Proven Processes established by the organization. This individual must nurture a healthy organizational culture, working to always keep team members informed, setting expectations, reviewing staff on performance and character, as well as other functions to encourage team and organizational growth.

Essential Responsibilities:

LEADERSHIP, MANAGEMENT & ACCOUNTABILITY (LMA)

- Work closely with the CEO in creation/evolution of the overall strategy and mission
- Lead and manage the people, processes, systems, priorities and strategy
- Run the organization and manage the day-to-day issues
- Proactively lead, manage and hold people accountable
- Lead the team by providing direction, goals and communication on key issues that will empower results
- Manage a regular cadence of reporting to the CEO & Board of Directors
- Embody the core competencies and values of MOI at all times and positively promote the organization's culture

- Personify an executive presence, a dynamic professional style and an ability to inspire confidence to all levels of the organization and with all constituencies
- Establish and maintain connectivity with a wide variety of industry and non-industry individuals and groups who are in a position to compel/promote the Men of Iron vision, mission and goals

STAFFING/SCALING

- Filter all of the CEO's ideas to help eliminate hurdles, stumbling blocks and barriers for Men of Iron's leadership team and board of directors
- Develop and implement a scalable business model for Men of Iron's programs and services
- Hire and develop the staff to support scalability, growth and impact
- Build and hire Men of Iron's future leadership team and regional staff
- Provide leadership, management and accountability for Men of Iron's leadership team
- Responsible for engagement and morale of the team and ensure strong positive relationships are developed with other departments and other stakeholders
- Create organizational clarity and impact by getting everyone's goals, values and priorities aligned – all arrows pointing in the same direction
- Lead weekly meetings & quarterly planning meetings

EXECUTION

- Execute the vision of the CEO and Board of Directors and view this role/responsibility as a very noble calling, vocation or purpose
- Harmoniously integrate the major functions of Men of Iron
- Create organizational focus and accountability
- Knowledgeable in key metrics (KPIs) that are meaningful and drive productivity in all disciplines for Men of Iron
- Oversees and implements processes and plans in close cooperation with the lead team member of each core function of Men of Iron
- Critical in identifying, framing and executing the key programmatic goals and objectives of Men of Iron's programs and services

PROCESS

- Create and implement Men of Iron's Proven Process for scalability and growth
- Create organizational clarity with passion and zeal
- Comfortable being resolute and forcing conclusions
- Process-oriented; able to guide and develop core processes which are flexible to adjust with evolving needs, but measurable for accurate and meaningful reporting
- Develops and leads the process strategy of Men of Iron to advance the organization's mission

PROJECT MANAGEMENT

- Manage all aspects of big organizational projects
- Master of follow-through
- Keep everyone laser focused on driving results
- Balanced and broad acumen in marketing, sales, fundraising and accounting fundamentals as they apply to Men of Iron
- Ability to communicate effectively to other key executives and board members as to the health and forecasted opportunities/issues for the organization
- Understands the value and application of core technology applications to assist in the efficiency of the organization

BUDGET RESULTS

- Co-lead the annual budgeting process with CEO
- Manage month-to-month financial reporting with CEO
- Achieve P&L goals and objectives
- Read, process and use a profit and loss and income statement to guide sensible fiduciary decision-making

Standards:

- Made a commitment to God through a personal and intimate relationship with Jesus Christ
- Christ-centered in actions and decision-making
- Strive for excellence in leading, managing and executing
- Audacious in thinking and planning
- Intentional in building relationships and growing
- Passionate in communicating, expressing gratitude and pursuing a calling
- A strong knowledge of Men of Iron and passion for mentorship and discipleship
- Passionate about the mission of Men of Iron and a strong desire to see lives changed
- Self-motivated with a proven track record of success in operations, business development, etc.
- Willingness to be a team player and to share ideas with the team
- Strong phone and video conference skills with customers and prospects
- Ability to communicate effectively through non-verbal communication
- Perform work in a routine, coordinated manner as to continuously duplicate or exceed desired results
- Be advocate focused with a positive attitude of gratitude
- Maintain a clean and organized work area at all times
- Arrive to work early in preparation to start shift on time
- Work performed is to be in a professional manner in accordance with or exceeding company standards and vision/values
- Adhere to all company policies, procedures and standards
- Display a professional attitude toward Men of Iron and fellow employees
- Maintain a professional appearance
- Maintain verbal and written communications as required
- Work will be performed in accordance with all government laws and regulations
- Continually seek accountability, balance and spiritual growth
- Continually seek professional and personal growth

Position Requirements:

- Bachelor's degree in Business Management and/or other related education **OR** 7-10 years related operational executive experience
- Profile – self-starter, on the gas pedal, an expert (has the know-how), high-pace, high-capacity
- Open to occasional travel and willing to be an active participant in all operational aspects of the organization, programmatically or developmentally
- Works full-time from Men of Iron headquarters in Manheim, PA
- Has successfully led, grown and scaled a business or a business operation.
- Must be computer literate. Working knowledge of Microsoft 365. Able to navigate and become familiar with Salesforce CRM software.
- Must be able to produce a statement of faith.
- Complete support of and willing adherence to Men of Iron's mission, vision and values. Applicant must hold these standards as his own.

Language Skills:

Ability to read, analyze and interpret technical procedures, financial reports or governmental regulations. The ability to write reports, business correspondence and standard operating procedures. Ability to effectively present information with passion and respond to questions from President/CEO, board of directors, mentors/protégés and general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Acceptance:

I have read this job description, understand and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Men of Iron and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Men of Iron Management structure, Men of Iron Mission, and Men of Iron Policies. I will respect those above and under my leadership according to Men of Iron Code of Conduct and Men of Iron Code of Ethics.

Employee:

Direct Manager:

Signature/Date:

Signature/Date:
