



JOB ANNOUNCEMENT

Chief Operating Officer

Reporting to: President & CEO

Location: This is an in-person position with offices in Costa Mesa

Website: <https://www.artsandlearning.org/>

OneOC is proud to partner with Arts & Learning Conservatory (ALC) in the recruitment of the **Chief Operating Officer** position.

ORGANIZATION OVERVIEW

ALC's founder, Debora Wondercheck, comes from humble beginnings. As the youngest of seven children, Debora saw the life-changing impact that music had on her family when she and her siblings were all able to attend the universities of their choice as string musicians.

Debora used her compassion to establish the Arts & Learning Conservatory to give all children the same exposure to the arts that she was afforded regardless of their background or experience. **ALC's vision is to bring high-quality, accessible, and equitable performing arts to all children throughout Southern California.** What began as a summer camp for thirteen string musicians and eight Actors has now grown to serve over 1,000 children every year.



“Arts & Learning has made an impact on me in allowing me to know that I have the capability to get up, act, and recite my lines in front of a lot of people.”

-Matthew Kenslow



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THE OPPORTUNITY

ALC has been growing steadily and is now seeking to dramatically accelerate growth. The board and Chief Executive Officer (CEO) are looking for a mission-focused, seasoned, strategic, and process-minded thought leader with experience scaling an organization, leading a team, and helping to develop a performance culture among a group of diverse, talented individuals. Reporting to the CEO, the Chief Operating Officer (COO) must be a leader who is able to help others at ALC deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful COO will have the skills, sensitivity, and confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives the ALC concept.



Responsibilities

Reporting to the President and CEO of ALC, the COO will lead internal operations and will have the following responsibilities:

- Working in partnership with the CEO, implements processes and approaches to achieve the strategic plan
- Serves as the internal leader of ALC:
 - Supervises a group of directors and administrative staff/consultants
 - Provides for all staff a strong day-to-day leadership presence and supports an open-door policy among all staff
 - Leads the performance management process and measures and evaluates progress against goals for ALC
 - Coordinates operations plan and manages and oversees budget
- Increases key impact measurements
- Develops new partnerships; establishes and retains relationships with current partners
- Maintains continuous lines of communication, keeping the CEO informed of all critical issues
- Ensures that ALC's services follow all federal, state, funding, and certifications, and licensing requirements
- Partners with the CEO to represent ALC with external constituency groups, including community, governmental, and private organizations
- Develops curriculum, tools, and training that meet cost guidelines



- Ensures that all program activities operate consistently and ethically within the mission and values of ALC
- Upgrades human resources functions including training, development, compensation and benefits, employee relations, performance evaluation, and recruiting



Qualifications

The COO must believe in the core values of ALC and be driven by its mission. A successful candidate must have a demonstrated ability to both lead and build the capabilities of a driven, creative, and diverse team.

Specific requirements include:

- Results-proven track record of exceeding goals; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen, problem solving, and project management
- Ability to think strategically and anticipate future consequences and trends
- Ability to effectively develop a top-notch workforce and the processes that ensure the organization runs smoothly
- Exceptional capacity for managing and leading people
- Action-oriented leader who enjoys working hard and is able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems including budgeting, finance, information systems, human resources, and marketing
- Strong written and verbal communication skills; a persuasive and enthusiastic communicator with



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excellent interpersonal and multidisciplinary project skills

- Culturally sensitive with ability to work effectively in collaboration with diverse groups of people
- Calm under pressure, resourceful, diligent, high integrity, and compassionate
- Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint) and CRM platforms
- Passionate about ALC's mission and able to promote and communicate the philosophy, mission, and values of ALC to external and internal stakeholders
- Undergraduate degree preferred
- Minimum of five years of senior-leadership experience with experience leading diverse work teams

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. ALC is prepared to offer a fair compensation package commensurate with education and experience starting at **\$100k** annually.

CONTACT INFORMATION

Please send resumes to:

sbrooks@oneoc.org

714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to ALC will be redirected to OneOC.

Deadline to apply: Friday, October 21, 2022

Arts & Learning Conservatory is an Equal Opportunity employer. Candidates are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.



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