# Chief Operating Officer – Position Description

## Position Purpose

The Executive Vice President/Chief Operating Officer (COO) is a member of the senior leadership team, with oversight and responsibility for all administrative operations, strategic and programmatic development, as well in concert with the component CFOs and Presidents, the financial and risk mitigation and control activities for the entirety of the enterprise. In order to take advantage of emerging business and educational opportunities, the Chief Operating Officer (COO) will also assist the CEO in strategic business opportunity evaluation, negotiation and development in conjunction with university or health system units. The COO In partnership with the President and CEO, will establish strategic financial, operational, clinical and administrative goals and policies for the combined enterprise.

## Duties and Responsibilities

* Collaborate in strategic partnership with the President and CEO and the leadership team to set enterprise-wide strategy, define and identify innovative approaches to achieving these strategic goals, define the financial and non-financial objectives of individual entities and areas, drive operational efficiency, and create a climate of accountability.
* Provide support to the President/CEO and Board’s of Trustees members and committees as required for the provision of appropriate governance, financial reporting and insuring enterprise-wide adherence to board policies.
* Serve as an active member of the leadership group and ensure strategic goals are being met and/or exceeded.
* Work with the component CFOs to safeguard the short- and long-term financial health of the enterprise. Coordinate the strategic planning for the system’s multi-year plan, and assist the President/CEO on the strategy for strengthening the enterprise through potential alliances, acquisitions and/or mergers.
* Oversee and support the full range of administrative functions information services; mergers and acquisitions; strategic planning and business development;; facilities; design and construction; human resources; and supply chain. Ensure that the operational and capital budgets are aligned with the institution’s strategies and goals.
* Oversee risk management and mitigation procedures, processes and disciplines necessary to maintaining a reliable high-quality and high-control environment; cultivate an environment of collaboration, quality, responsibility and accountability.
* Provide support to the President/CEO, Deans and President in the negotiation of new partnerships, acquisitions, as well as academic and clinical new programs
* Develop, enhance and implement financial information systems that serve as the foundation for organizational decision-making.
* Work with the SVP of Human Resources to coordinate professional leadership, mentoring, counseling, reorganization and other personnel initiatives. Continue to raise the level of professionalism, support and financial expertise within the team.
* Implements oversight measurements to track the path of integration and provide reporting metrics on success across the medical center, physician practice, and university.
* Act as an advisor to the President and CEO, in concert with his leadership team, to prioritize and align the requests for capital investment in plant and equipment, support services, public safety and human resources with financial and operational plans for delivery.
* Develop in concert with the component CFOs, the strategy to support the strategic plan through development of creative and inventive financing and/or resource options.
* Assist the leadership team in a focused effort to attract and retain top-notch research and academic talent.
* Continue strong engagement and support of philanthropy and work with the Research leadership to maintain and improve research funding and outcomes, including commercialization of Intellectual Property.
* Work with the president to develop international partnerships and to create an entrepreneurial/innovation culture.

## Knowledge, Skills and Abilities

## Seeks help to improve performance; takes an active interest in learning all aspects of job; learns from mistakes; accepts responsibility for own continuous learning and uses organizational opportunities to learn. Sets goals to enhance skills.

## Complies with Confidentiality Policy and Code of Conduct. Acts in an ethical, honest and appropriate manner within the workplace. Operates within policies and procedures. Displays proper identification. Utilizes facility resources in a cost-effective manner.

## Works effectively with others toward common unit goals; establishes and sustains a positive impact on people; actively contributes to morale and teamwork; stays informed and supports changes and initiatives; communicates between and within departments; keeps coworkers informed.

## Demonstrates ability to set goals, assign priorities, anticipate problems, establish limits, and achieve results. Completes multiple tasks with timeliness. Schedules and uses time efficiently. Achieves quality results. Demonstrates reliability in meeting deadlines and completing responsibilities. Accepts accountability for own performance.

## Position Requirements

Education: Master’s degree

Experience: Previous executive level experience required

FLSA: Exempt