

COO Job Description

Mary Crane Centers is looking for a Chief Operating Officer, who will support the CEO/Executive Director, the mission of MCC, and the organization, as we aim to develop and refine our organization and position ourselves for future growth in an increasingly complex environment.

About Mary Crane Centers

Mary Crane Centers currently serves 350 families by providing early childhood education and family services in four classroom sites located in Chicago's West, and Far North neighborhoods. In 1908, Chicago businessman Richard Teller Crane donated funds for the first Center, in the Hull House area (now near UIC) in honor of his late wife, Mary Prentice Crane. Mr. and Mrs. Crane were prominent Chicagoans who believed in early childhood education's importance and Jane Addams' vision for newcomers to Chicago.

Our major goal is to have children kindergarten-ready, and enthusiastic to learn. In addition to our four classroom sites, MCC services include a home visit program, prenatal counseling, and provision of Head Start services to partner agencies. Family service workers are present at all sites and include assistance in career development, housing issues, medical and dental health, and educational guidance. We are a comprehensive program dedicated to serving young children and their families.

The successful Chief Operating Officer (C.O.O.) candidate will have experience in a mission-driven early childhood education organization, preferably a non-profit in an urban setting. The COO will be the "go-to" person for all things operational, financial, and human resources-related to our four classroom sites in Chicago neighborhoods and our other programs.

The skills we are looking for include:

- A command of and prior experience with government funding of non-profits and other agencies to develop, meet, review, and monitor contract goals, and to meet licensing and accreditation requirements.
- The capacity to oversee daily operations and determine openings and closings.
- Working knowledge of facilities, both owned and leased. Prior experience managing and making efficient recommendations for repairs, remodeling, and cost-effective improvements. Bonus points for lease negotiation expertise.
- The ability to supervise professional staff in HR, Program, and Education areas and ensure that all staff members are suitably qualified as well as supported in professional development. Bonus points for prior experience in a unionized environment.

The candidate we are looking for will have previous success in making timely decisions, dealing with ambiguity, and having a keen set of ethics and values. We are looking for a candidate with an innovative mind, a quick learner, and a consensus builder, as well as someone who can adapt to rapidly changing priorities.

Mary Crane is at its heart a team effort on all fronts, between the Board of Directors, our dedicated educators, our students, their families, and our vendors. This candidate will have shown the ability to be a team player with excellent social skills, while also having the vision to drive continuous improvement in the quality of the education we provide.

This candidate will be comfortable interacting with all staff, presenting to the Board, to the CEO, and to the individual center directors to ensure that when decisions are made, the reasons behind them are understood by all.

The successful candidate will be resourceful. If they do not know an immediate answer to a challenge, they should be able to research and present viable options for a good decision to be made by the Executive Committee, balancing educational effectiveness, fiscal responsibility, and alignment with our mission.

Our ideal COO will have technical knowledge of computer systems, databases, accounting software, and systems that could improve our delivery of education and services. They will also be able to research future system improvements and make effective recommendations to streamline and modernize our processes. The COO will also understand and make recommendations on training needs and, when necessary, conduct training of our internal teams on system improvements.

We are looking for a candidate that is experienced working in an agency with predominantly African American and Hispanic staff and client families and is passionate about quality education. The right person will embrace our proud 125-year history and help lead us towards the changes we need to make to successfully position ourselves for the next chapter of Mary Crane Centers.

The COO will also assume additional responsibilities as we evolve.

Please send cover letter and resume to Beth Rivera @ coojob@marycrane.org