

# Chief Operating Officer

## Job Description

### ***Catholic Distance University (CDU)***

**An accredited independent nonprofit Catholic university**

**115 W. Congress Street**

**Charles Town, WV 25414**

### **Organization**

Founded in 1983, Catholic Distance University's mission is to communicate the mind and heart of the Church in a digital world. The University educates teachers and learners worldwide in Catholic theology, the liberal arts, and faith development for the growth of faith, ecclesial service, and leadership for the New Evangelization.

For more information, please visit our website: [www.cdu.edu](http://www.cdu.edu)

### **Position**

The Chief Operating Officer is responsible for oversight and management of day-to-day operations under the leadership of the president to enable the president to nurture external relationships and focus on institutional growth. The responsibilities will include oversight of IT, accounting, academic departments, manage tactical plans to deliver operational priorities, coaching staff and contractors, and contributing to the strategic plan for the university, as well as other duties as assigned. The short term priority is to work through the backlog of IT projects, ensure smooth integration of institutional systems and optimize the IT support function.

### **Responsibilities**

#### **Strategy, Vision and Leadership**

- Advise the president and other key members of senior management on IT, oversee cash flow, investment priorities, and policy matters. Set targets for growth and sustainability.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial and IT data and management issues to the president and board committees as directed by the president.
- Contribute to the development of strategic and operational goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the president informed of all critical issues.
- Represent the organization externally, as necessary.

#### **Team Development/Leadership**

- Oversee, direct, and manage operations including accounting, IT, and academics.

- Promote a culture of data-driven accountability, high performance, and continuous improvement.
- Use accreditation standards to guide institutional policies and measure institutional outcomes.
- Demonstrate a commitment to a culture of assessment.
- Ensure staff members receive timely communication and appropriate coaching to achieve institutional goals.
- Establish and monitor staff performance.
- Work collaboratively with the president to achieve institutional goals and outcomes, as well as strategic goals.

## Operations

- Document and upgrade an appropriate system of policies, internal controls, accounting standards, and IT support to improve sustainability.
- Work with the CFO to plan, coordinate, and execute the annual budget and annual Audits.
- Ensure that CDU adheres to the strategic plan, delivering periodic status reports.
- Provide analytical support to CDU's internal management team including data management, IT infrastructure, and interpretation of data for sound data-driven decision-making .
- Manage and integrate the functioning of administrative and operational accounting and reporting services; oversee audit responsibilities and institutional reporting required by various agencies for institutional compliance.

## Qualifications

- Experience in higher education and nonprofit management helpful.
- Proven track record of success facilitating progressive organizational change and development
- Excellent judgment and creative problem solving skills
- Commitment to behavior that reflects the moral teachings of the Catholic Church.
- Strong mentoring, coaching experience that builds a strong team with diverse levels of expertise
- Superior management skills; demonstrates integrity in all institutional relations
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, trustees, staff, and the higher education compliance community.
- Passion for CDU's mission.