

Chief Operating Officer -- Mosaic Youth Theatre of Detroit

Mosaic Youth Theatre of Detroit, an award-winning youth development organization, seeks a Chief Operating Officer to oversee all internal functions, including business operations, finance, marketing and development, human resources, information systems, programs, strategic planning and board support. Mosaic seeks a process-oriented, strategic-minded team builder, capable of empowering staff and enforcing accountability at all levels of the organization in order to best serve Mosaic's mission of youth development through the arts. The Chief Operating Officer reports directly to Mosaic's Founder/CEO. Interested candidates should submit their credentials including a cover letter, salary requirements, resume and three (3) references to hr@mosaicdetroit.org. No phone calls please.

Mosaic's mission is to empower young people to maximize their potential through professional performing arts training and the creation of first-rate theatrical and musical art. Learn more about our programs and the Mosaic Model for Youth Development through the Arts at www.mosaicdetroit.org.

Responsibilities

- Serve as the internal leader of the organization, reporting directly to the Founder/CEO.
- Supervise and manage all staff, with senior staff reporting directly to Chief Operating Officer.
- Coordinate the annual organizational plan and budget.
- Lead a performance management process that measures and evaluates progress against goals for the organization
- Develop, implement and ensure compliance with policies and procedures in a team building environment.
- Provide for all staff a strong day-to-day leadership presence and support an open-door policy among all staff

Requirements:

- Minimum of four (4) years of management experience in a similar role in a for-profit or nonprofit organization, with leadership experience in at least two (2) of the following areas: financial management and accounting, human resources, fund development, strategic planning or general organizational administration
- Proven track record building administrative systems for an entrepreneurial, results-oriented organization
- Experience leading, managing and participating on teams with shared responsibility for outcomes and decision-making

- Excellent project management skills combined with outstanding interpersonal and communication skills
- Proficiency in Microsoft Office Suite of products.
- Bachelor's degree or equivalent experience required; MBA or Masters degree in Arts/Non-Profit Administration other advanced certification preferred

Salary and Benefits:

We offer a competitive nonprofit salary, commensurate with qualifications and experience, PTO, and a comprehensive benefits package including medical and dental benefits. Mosaic is an equal opportunity employer.

To Apply:

Email cover letter, salary requirements, resume and three (3) references to hr@mosaicdetroit.org. No phone calls please.