Chief Operating Officer

Center for Leadership Development

About the Center for Leadership Development

The Center for Leadership Development (CLD) has been transforming the lives of minority youth in Central Indiana for nearly 50 years. CLD fosters the advancement of minority youth as future professional, business, and community leaders by providing experiences that encourage personal development and educational attainment. Guided by our corporate values of character, competence, stewardship, accountability and results, we strive to create a trailblazing program model that delivers results across varied, dynamic programs and services, elevates youth success, benefits our many stakeholders, and enriches our entire community. We serve youth from 4th grade through college completion, and their parents, through a comprehensive, values-based curricula that offers college readiness programs, counseling, tutoring, mentoring, career exploration, and character development initiatives.

CLD's holistic program design is centered on teaching and instilling principles and practices in five core disciplines, called the *CLD Principles for Success: Character Development, Educational Excellence, Leadership Effectiveness, Community Service, and Career Achievement.* As the organization approaches the 50th anniversary of its founding, it has just adopted a new strategic plan with an ambitious growth trajectory. This planned growth includes increasing our program participation numbers by more than double; strengthening and stabilizing our satellite and in-school program offerings throughout Indianapolis to ensure quality program offerings and easier access for all youth and families, especially under-resourced youth; building our staff and capacity; and raising the funds, friends, and partnerships necessary to implement and sustain our bold strategic vision.

Our impact is demonstrated by measurable outcomes: 85% of CLD Alumni enroll in college and 53% earn college degrees, significantly higher than the Indiana state average of 62% and 43%, respectively. As CLD approaches its Silver Anniversary, we do so with a vision to elevate our organization, make vastly greater impact on thousands more youth and parents, and become a national leader in African American youth development.

Position Summary

As Chief Operating Officer (COO), you will help lead the realization of this vision. You will serve as a key member of the executive leadership team, partnering with the President and other leaders, to lead enterprise strategy and provide executive oversight and implementation of key strategic initiatives across all organizational operations. You will directly manage all internal business functions including finance, human resources, technology and data systems, development support, facilities, program support services, and administrative operations. This position plays a critical role in translating our strategic plan and organizational strategy into operational excellence, ensuring that all systems and processes support organizational, operational, and program delivery and thereby consequentially advances and elevates CLD's mission.

The COO owns strategic plan implementation, enterprise-wide systems, fiscal stewardship, operational performance, and resource alignment to ensure all functional areas operate as integrated, high-performing units that advance our corporate goals, achieve our program benchmarks, facilitate execution of CLD's strategic goals, and enable data-driven decision-making

across the organization. The COO performs a central role in ensuring CLD delivers results and impact owed to participants, families, funders and other key stakeholders.

Position Duties & Responsibilities

Strategic Planning & Organizational Growth

- Partners with the President in leading the annual strategic planning execution and implementation process, including organizational goal setting, budget development, and strategic priority alignment
- Develops and implements operational systems and process improvements that support efficient program delivery and prepare the organization for sustainable growth
- Identifies key performance indicators and analyzes data to track progress against organizational goals and provides insights for strategic decision-making
- Translates organizational strategy into clear operational plans and partners with program leaders to ensure alignment with mission

Financial Management & Stewardship

- Collaborates with the President and the accountant, develops, manages, and monitors organizational budgets, ensuring responsible financial stewardship and alignment with strategic priorities
- Oversees accounting/finance functions, including grant accounting, financial reporting, accounts payable/receivable, and compliance with funder requirements
- Analyzes financial performance and resource allocation, making recommendations to optimize operational efficiency and maximize resources for mission delivery
- Along with the President and the accountant, works with the Finance Committee of the Board of Directors, presenting financial reports, budgets, and recommendations
- Works with the Accountant to ensure appropriate internal controls, audit readiness, and compliance with federal and state regulations

Business Operations & Administration

- Oversees all facilities management, including headquarters and satellite locations, including lease negotiations, maintenance, security, and amenities
- Manages information technology infrastructure, systems security, CRM systems, data management, and technology support services
- Oversees human resources functions including recruitment, benefits administration, compliance with employment law, and employee relations
- Establishes and oversees contract governance, including grant agreements, vendor contracts, and compliance with procurement requirements
- Collaborates with external consultants (legal, financial, HR) to supplement expertise and ensure organizational compliance
- Leads annual enterprise risk assessment and develops mitigation strategies aligned with organizational goals

Program Support & Data Systems

- Partners with VP and Chief Program Officer and Manager of Data and Evaluation, develops and oversees data systems and analysis infrastructure to measure program outcomes, participant progress, and organizational impact
- Works with program leaders to identify data needs, establish consistent measurement approaches, and create reporting systems that drive continuous improvement
- Ensures program support services (registration, scheduling, materials, logistics) operate smoothly across all locations
- Collaborates with program teams to remove operational barriers and ensure efficient resource allocation

Leadership & Board Engagement

- Partners with the President to foster a culture of accountability, excellence, and mission alignment
- Actively participates in Board meetings and committee work, presenting on operational performance, budgets, and strategic initiatives
- Supports the President in engaging with key external stakeholders (funders, community partners, school districts) to communicate organizational capability and impact
- Actively participates in development of funding proposals and new initiatives that expand CLD's reach and impact
- Represents the President and performs other work on an as-needed basis

Qualifications

Education & Experience

- Bachelor's degree required; Master's degree in business, nonprofit management, or related field preferred
- Minimum 10 years of relevant operations and business management experience, with at least 5 years in an executive or senior leadership role
- Not-for-profit or youth development experience preferred
- Experience managing multiple locations or leading organizational growth and expansion strongly preferred

Knowledge & Technical Skills

- Deep understanding of nonprofit operations, governance, financial management, and compliance
- Highest level of integrity, discretion, and sound judgment in navigating organizational and governance matters
- Strategic and analytical thinking with ability to connect operations, systems, and data to organizational goals
- Proven ability to lead large, cross-functional teams and develop senior leaders

- Strong financial acumen with experience managing budgets, leveraging systems and data, and driving operational efficiency
- Exceptional communication skills and ability to influence decision-making and translate complex concepts for leadership and board
- Ability to operate effectively in a complex, mission-driven, evolving environment while managing multiple priorities
- Demonstrated commitment to diversity, equity, and inclusion in organizational practices
- Proficiency with financial systems, database management, and business technology platforms

Position Details

Reporting Relationship: President and CEO

Direct Reports: Finance/Accounting Manager, VP & Chief Program Officer, VP of Development and Communications, and other leadership positions as organizational structure evolves

Employment Status: Full-time, Exempt

Salary Range: Competitive, commensurate with experience and qualifications (market-based)

Benefits: Comprehensive benefits package including health insurance, retirement plan, professional development, and paid time off

Created: October 2026

Equal Opportunity Employer

The Center for Leadership Development is an Equal Opportunity Employer. We are committed to creating an inclusive workplace and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law. All qualified applicants will receive consideration for employment.

This position description is intended to describe the general nature and level of work performed and is not a contract of employment. Employment with CLD is at-will and may be terminated at any time, with or without cause or notice, subject to applicable law. CLD reserves the right to modify, interpret, or apply this position description as needed and to assign additional duties as appropriate.