LeadingAge Southeast
Florida | Alabama | Louisiana | Mississippi



Chief Operating Officer

Full Time / In-Person

Our expanding Association is looking for a strategic leader who is passionate about operational excellence and thrives in a collaborative, mission-driven environment.

About Us: At LeadingAge Southeast, we proudly represent the highest-quality senior living providers across Florida, Alabama, Louisiana, and Mississippi. As our membership and services continue to expand, innovation, collaboration, and a commitment to excellence remain at the core of everything we do. We are seeking a visionary COO to lead our team, drive operational success, and elevate our impact even further.

What You'll Do:

- Report directly to our President/CEO
- Collaborate with our President/CEO to develop and implement the strategic plans that will drive our Association's growth and sustainability
- Oversee daily operations and ensure mission alignment across all Association entities
- Lead and manage major service departments, including Communications, Membership, Professional Development, Accounting & Finance, and Sales & Sponsorships
- Coordinate with the Vice President of Advocacy to support advocacy initiatives
- Oversee financial planning, budgeting and reporting
- Drive talent management, including recruitment, staff development and performance evaluation
- Implement and refine operational policies and technology solutions for efficiency
- Represent the President/CEO at external engagements and foster relationships with stakeholders

Qualifications:

- Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field (Master's preferred)
- 5-7 years of senior management experience in nonprofit operations or a related field
- Strong financial acumen with experience managing budgets and reporting
- Exceptional leadership, communication, and relationship-building skills
- Expertise in human resources management and team development
- Knowledge of nonprofit governance, compliance and best practices
- Strong proficiency with Microsoft Office Suite, SharePoint, and Zoom
- High level of integrity, professionalism, and problem-solving abilities

Why Join Us:

- Competitive salary and generous PTO accrual schedule
- Health and wellness benefits starting 30 days after hire
- 401k retirement savings plan
- Professional development opportunities
- Flexible and collaborative work environment
- The opportunity to make a difference in the lives of our members and their residents

Application Deadline: **March 31, 2025**

To Apply: Send your resume to Kasey Anderson at kanderson@leadingagesoutheast.org