



# Chief Administrative Officer 1

## Job summary

We seek a highly driven and innovative strategic leader to serve as Chief Administrative Officer. Responsible for managing the department's operational strategy and effectiveness including developing an end-to-end talent plan for our growing team. The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will set the departmental vision and direction for attracting, engaging, developing, retaining, and embedding a talent-focused culture within the department. Responsibilities also include the important work of building and implementing foundational processes and procedures to support a diverse, equitable, and inclusive workforce.

The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will play a key role in making decisions about the strategic direction of the department and bringing to life our commitment to equitable practices that empower our employees to meet their fullest potential. Must possess the ability to masterfully influence and manage all matters related to strategy and people operations while partnering closely with the Department of Human Resources (DHR) and collaborating and engaging internal/external stakeholders with a sense of resiliency and calmness under pressure.

## Responsibilities

Leads the development of the department's strategic workforce planning process. Develops and implement the strategic plan, performance plan, and operating plan consistent with the department's programmatic goals and objectives.

Advises leadership in the planning and implementation of workforce goals consistent with agency policies and mission.

Establishes accountability for the achievement of goals; monitors performance and provides feedback.

Plans and implements departmental policies and programs that provide services and support operations.

Partners with DHR on organizational development, workforce analysis, and labor and employee relation matters.

Plans implements and provides agency-wide training and development policies and programs designed to establish, maintain, and enhance the regulatory, technical, professional, and leadership skills needed by employees to accomplish the mission of the department.

Administers and manages the Company's work-life services and occupational safety and health programs, including oversight of workers' compensation and requirements associated with the City's Employee Assistance Program, and headquarters fitness center.

Provides advice and support for the planning, development, implementation, and evaluation of departmental HR-related information systems.

Coordinates budget formulation and execution activities, including effective and efficient resource utilization of the department's human capital budget.

Develops and implements departmental recruitment and retention strategies to achieve a high-quality diverse workforce with the skills needed to accomplish program goals and objectives. Ensures strategies promote workforce and leadership diversity.



Identifies departmental critical skill and training needs and strategies to close critical skill gaps.

Creates and implements a phased, multi-year talent vision, strategy, and plan that supports a diverse, equitable, and inclusive work environment.

## Requirements

Knowledge of administrative and office management procedures and methods; some knowledge of department structure and operations.

Skill in communicating and interacting with other staff members; in using standard office software, e.g., Word, Excel, PowerPoint; in using specialized office data systems; in building effective relationships within the organization and with outside contacts.

Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information.

Proficient with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).

Ability to work in a cross-functional environment.

Ability to develop strategic organizational and business plans.

Ability to assess departmental vendor needs as well as develop, implement, and evaluate programs and services.

Demonstrate sensitivity to, and respect for, a diverse population.

Skill in developing presentations and group facilitation.

Skill in oral and written communications.

Sound supervisory or senior leadership experience which demonstrates the ability to successfully carry out the roles and responsibilities described above, typically evidenced by experience in progressively more responsible executive leadership positions.

Bachelor's degree and progressively responsible experience in human resources, business administration, and/or higher education administration or related fields.

A master's degree and equivalent experience are preferred.

Minimum of 10 years experience.

## Chief Administrative Officer 2

### Job summary

Reporting to the President, the [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) (CAO) plans and directs all aspects of the organization's staff and service functions. Oversees Finance, Human Resources, Program Management Office (PMO), Contracts, Operations, and Security. The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will work closely with Chief Financial Officer (CFO) and Chief Growth Officer (CGO) to position the company for growth and is responsible for ensuring the successful operations of the company. The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will work



with the CFO and CGO with strategic oversight and execution of key strategic initiatives and KPIs.

## Responsibilities

Administer contracts to include preparation of and negotiation of contract awards and modifications (e.g., adding products and/or SINs) to the Schedule and proactively managing the technical refresh processes and catalog maintenance.

Meet contractual reporting requirements promptly (e.g. GSA Schedule Sales, Subcontracting, etc.)

Support compliance with the GSA Schedule and GWAC terms and conditions.

Primary point of contact for GSA Schedule/GWAC audits. Responsible for preparation and support of these reviews and audits (e.g. CAV, CAF, IG). Responsible, as the supervisor of the Director of PMO, for maintaining required program-level reporting on the GWAC, such as monthly status reports.

Review RFQs/RFPs and provide guidance and support for task order proposals under the GSA Schedules and GWACs; Performs review of TO proposals/quotes and assist as necessary with task order administration (awards and modifications) and project set up.

Participate and contribute to RFP proposal strategy sessions to include pricing narratives, risk assessments, and task order proposal submissions.

Liaison with internal customers (PMO, Accounting, Program Control/Finance, etc.) to communicate information regarding contract changes and other relevant data.

Manage all service contracts that support the operations of the business (e.g. Costpoint, Bloomberg Government, office lease, etc.)

Work with the Director of Human Resources (DHR) on staffing strategies.

Work with DHR aligning enterprise goals to HR goals and objectives including but not limited to Training and Development, Recruiting, and total Human Resources Management (HRM).

Provide leadership in planning, forecasting, and due diligence to support the company's growth objectives.

Identify, prioritize, and execute the key initiatives in support of the company's Strategic Plan. Develop strategic direction and growth initiatives in a format that clearly outlines ROI.

Strategically lead mapping of revenue projections, budget forecasts, and expense management.

Establish realistic performance objectives, training and education goals, and coaching and mentoring plans.

Contribute to innovation efforts to continue to expand revenue opportunities and increase profitability.

Assist with growth initiatives to include acquisitions and partnership identification strategies.

Identify and supervise human capital resources to leverage the existing teams to generate additional revenue.

Drive a continuous improvement mindset through the company culture.

Be visible. Connect people with our organization's mission, vision, and values.

Advocate for strategies that drive engagement and retention of top performers.



## Requirements

Master of Business Administration or another related advanced degree.

12+ years of previous operational leadership experience.

Eight+ years experience with government contracting

Eight+ years managing direct and/or indirect reports.

Deep operations knowledge in resource planning, demand planning, business planning, corporate strategy, communications, leadership, benchmarking, and forecasting required.

Market research, analytical, financial modeling, metrics, and presentation skills required.

Strong proficiency in the use of Microsoft Word, Excel, Outlook, and SharePoint required.

Organizational and time management skills to prioritize workloads to meet time-sensitive deadlines required. Must be results-oriented with the ability to change priorities as needed.

Must have strong verbal, written, and interpersonal communication skills to interact with all associates and communicate with tact and diplomacy.

Demonstrated ability to protect confidential information.

Ability to travel by automobile and aircraft and be away from home for more than one day and night.

Manage external relations to identify, diversify, build, and maintain relationships with community and surrounding cities organizations and leaders to secure a range of support and partnerships.

## Chief Administrative Officer 3

### Job summary

The ideal [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) candidate is someone who has the experience and is interested in providing directives for our client to be highly productive and provide insights for what the firm must incorporate to run their wealth management/financial firm efficiently.

The ideal [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) candidate is someone who has the experience and is interested in providing directives for their clients to be highly productive and to provide insights into what the wealth management/financial firm must incorporate to run efficiently.

### Responsibilities

Interview and collaborate with CEO for selection of new staff member(s). Oversee and assist in the transition and onboarding of new staff

Provide recommendations for increasing efficiency in the workplace



Act as a liaison between the employees and upper management when it comes to financial and administrative issues.  
Develop and promote policies that ensure positive interaction between administrative staff and other personnel  
Organizing the workplace so that the workflow is streamlined. Provide feedback for our client onboarding and ongoing maintenance services.  
Connect, Contact, and Review Employee Onboarding/Offboarding process via our client's back-office provider  
Oversee/work with the firm's marketing team  
Review and update E&O, Insurance, Workers Comp renewals  
Contribute/participate to our bi-weekly team meetings

## Requirements

Minimum of a bachelor's degree – ideally in business, financial planning  
Minimum 5 years experience as a Chief Operating and/or [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) in the financial services industry  
Strong technical skills and reporting knowledge using Office Suite, Salesforce, and Financial Planning and industry apps  
Strong communication skills: verbal, written, and/or printer

## Chief Administrative Officer 4

### Job summary

The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) is responsible for representing the organization to achieve an effective, highly integrated health system, setting standards for system-wide delivery of high-quality care and operational excellence, and collaborating with clinical leaders and key administrative staff to develop models of care that are patient-centered and support efficient delivery models in multiple care settings.

### Responsibilities

Provides operational leadership of clinical and non-clinical departments.  
Participates in developing and executing strategic plans and budget targets into operating plans. Directs operations to achieve plans.  
Collaborates with the Executive Leadership Team to develop and implement key strategies through established annual operational goals, priorities, and measures; leads adoption of standardization and shares best practices.  
Utilizes a collaborative process and ensures the effectiveness of services by addressing barriers and resolving issues.  
Maximizes utilization of system-shared services for the benefit of the organization.  
Partners with Department Chairs and administrative leads to enhance service lines through growth, optimization, and



operational effectiveness.

Develops and fosters effective collaboration to ensure an integrated approach to providing services, and fulfilling the hospital's clinical, research, and educational goals and objectives.

In partnership with the executive and senior leadership provides operational leadership to help reduce cost/increase revenue, enhance clinical outcomes, improve efficiencies, and achieve high patient satisfaction.

Works with department directors to develop workflows to promote the safe and clinically effective delivery of patient care and ensures staff is adequately trained to implement the workflows.

Serves as lead executive for quality plant operation services and facilities development to ensure excellent service to patients, staff, and visitors.

Directs the management of plant operations, grounds, and security.

Participates in succession planning and supports educational and professional development opportunities.

Commits and contributes to a culture of diversity and inclusion.

Provides leadership to the staff reporting to this position, establishing a sense of teamwork toward the realization of the system's goals.

Provides oversight of implementation and adherence to regulatory, infection prevention, and life safety requirements and is responsible for ensuring non-clinical operations remain survey-ready at all times; directs staff to develop regulatory-compliant operational and clinical policies and procedures.

Ensures the timely submission of month-end financial and operational reviews.

## Requirements

Master's degree in Business Administration (MBA), Master's in Healthcare Administration (MHA), or related Master's degree from an accredited college or university

Ten (10) years of progressively responsible healthcare leadership experience including operational and administrative oversight over multiple departments

Five (5) years of financial/budget management experience

Must be trained and certified in NIMS FEMA IS-100, 200, and 700 management within six (6) months of employment.

Experience within a public and/or academic healthcare setting leading strategic initiatives in one or more of the following areas: strategic planning, operations, financial management, delivery model transformation, patient-centered medical home delivery model, or managed care

Prior experience in a hospital that is part of a health system

Academic Medical Center leadership experience

Previous public healthcare system experience

Experience with a unionized workforce



# Chief Administrative Officer 5

## Job summary

The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) works across the business leading the execution of key projects and initiatives. This individual will display a balanced, cross-functional perspective, liaising with the business to improve efficiency, effectiveness, reporting, and productivity.

The successful candidate will be a collaborative partner who can manage multiple projects with high visibility. This individual will have exceptional communication and problem-solving skills. The role requires both a high degree of asset and investment management acumen as well as a sense of urgency and deep analytical analysis.

## Responsibilities

Managing and overseeing the operational and financial plans and processes for the ICG team.

Leading the execution of key ICG projects and initiatives.

Providing leadership and guidance to staff, fostering an environment that encourages employee participation, teamwork, and communication.

Participating in staffing plans and ensuring resources are available to accomplish priorities.

Developing and maintaining key performance indicators for the ICG business.

Ensuring consistency in process across the various ICG teams.

Identifying key training and development needs specific to the ICG team.

Coordinating all Risk, Audit, and Regulatory exam requests as well as business continuity.

## Requirements

Knowledge of business strategy development to provide long-term planning and management of profitability performance.

Extensive business experience and broad functional expertise.

Ability to carry out activities that are large in scope, cross-functional, and technically difficult.

Ability to balance between high-level operational execution and development, and execution of strategic direction of business function activities.

Excellent oral and written communication skills.

Ability to work in a fast-paced environment.

Humility to learn from others who hold ideas and opinions that differ from his/her/their own.

Analytical and organizational skills.

Negotiation and leadership skills.

Ability to multitask and manage conflicting priorities and workflows.



Experience in project management a plus.

10 years+ of relevant experience; experience in project management a plus.

A bachelor's and/or master's degree from an accredited university

## Chief Administrative Officer 6

### Job summary

The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) (CAO) has accountability for formulating the strategic, operational, and budgetary plans and is responsible for the management and oversight of assigned areas.

### Responsibilities

Leads the development and execution of goals and objectives.

Responsible for the oversight of the financial activities associated with the Department including, but not limited to, the billing function, revenue cycle, financial and accounting reporting, and procedures.

Works closely with the Department Chair to assist with long-term strategic planning and tactical decision-making, including integration of clinical, research, and educational programs to ensure their mutually beneficial success.

Ensures the practice model delivers optimal patient care. Works with interdisciplinary teams to improve access through efforts aimed at increasing capacity to support demand and growth. Develops and utilizes patient satisfaction data, mystery shopping data, and other available sources of information to maximize customer service and develop action plans to create an ideal patient experience.

Partners with the Department Chair on the ongoing review of the Department's compensation plans concerning compliance, market analysis, administration, affordability, communication, and education with faculty.

Determines the need for and allocation of human resources, financial, space, and material resources, based on analytics and data analysis. Responsible for organizing departmental activities and initiatives.

Gathers data through best practices and collaborates with other disciplines to recommend services that will increase productivity, minimize the duplication of services, increase workflow efficiency, break down departmental barriers and provide the highest quality of care to patients.

### Requirements

Graduate education or equivalent experience in business, health, or public administration is strongly preferred.

Seasoned health care professional with broad leadership skills normally acquired through 15+ years of related experience within a sizeable, complex provider organization.

Minimum of 8-10 years of leadership experience in a clinical laboratory; hospital laboratory business management experience highly desired. Experience in a large complex academic medical center and a matrix-oriented department is





highly desired. Experience working with a large physician faculty practice in an academic environment is strongly preferred.

A demonstrated record of accomplishment and success in physician/medical practice operations and leadership, including strategic planning, human resources management, fiscal management, and performance improvement. Demonstrated business and financial acumen. Solid operational and financial skills to ensure that resources are applied most effectively for achieving quality of care and service.

Strong presentation and writing skills. Creates succinctly written communications and can simplify complex messages.

Demonstrated ability to think strategically while remaining operationally and financially grounded. Experience with a variety of QI and rapid cycle improvement techniques is necessary.

## Chief Administrative Officer 7

### Job summary

Reporting to the President of the Medical Group, the [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) (CAO) serves as a key member of the Health Medical Practice Leadership Team. The CAO provides executive leadership for the Medical Practice in several areas. These include clinical and ambulatory operations, finance, managed care contracting, population health, and value-based reimbursement as well as clinical revenue cycle management, IT, compliance, network and business development, human resources, and strategic planning.

### Responsibilities

Leads the execution of the Medical Group's strategic and administration plan and deliverables, reflecting industry best practices focused on Medical Practice resource development, systemization, and standards.

Develops and implements a comprehensive plan to standardize and optimize administrative programs and resources across the Medical Practice, including strategic business planning, recruitment, contracting Payer and Hospital credentialing onboarding, and development of Physicians and non-physician providers.

Leads growth initiatives, partnering with the Regional Directors of Operations for Departments and Service Lines to provide management oversight for these initiatives, including new practice acquisitions.

Assists in the value-based contract strategy and Population Health initiatives.

Assists in managing physician and non-physician medical staff behavioral issues.

Develops and nurtures relationships with all departments through the Nuvance Health system regarding all cross-functional administrative projects and programs. Partners with other leaders to promote and support strategic goals.

Oversees the transition of new medical and office staff to the Health Medical Practice technology, operating platforms, policies, and procedures.

Assists in selecting, orienting, onboarding, coaching, and developing direct reports and assists in succession planning



and growth opportunities for Physicians, Medical Staff, and employees across the Medical Group.

## Requirements

Position requires an MBA, Master's Degree in Healthcare Administration or a related field

Significant manual skills / motor coord & finger dexterity

Little or no potential for occupational risk

Sedentary/light effort. May exert up to 10 lbs. force

Generally pleasant working conditions

## Chief Administrative Officer 8

### Job summary

We are seeking to hire a dynamic, organized, detail-oriented Chief Administrative Officer. The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will be responsible for managing, planning, directing, and coordinating all policies and procedures associated with the Company's internal accounting controls, human resources, information management operations, and compliance processes.

The Chief Administrative Office will also direct, coordinate and provide technical assistance to Company staff performing analysis, evaluation, and establishing performance standards of data collected.

The ideal candidate will have prior professional experience handling budgeting, auditing, administrative, human resources, or technology management responsibilities for a public or private organization and experience maintaining confidentiality and sensitive information with professionalism.

### Responsibilities

Directs, coordinates, and provides technical assistance to Company staff performing analysis, evaluation, and establishing performance standards of data collected.

Assists with technology/data systems assessment and internal evaluation policy for the Company in concert with staff, including identifying cost-saving opportunities, preparing cost/benefit analyses and recommendations to management regarding the Company's budget, and tracking costs and benefits of recommendations that are implemented.

Monitors database performance and manages and oversees Company data and, where data analysis identifies an issue ensures that appropriate responses are developed and taken to improve Company services.

### Requirements

Requires knowledge, skill, and mental developmental equivalent to completion of four (4) years of college with coursework in public or business administration.



Requires four (4) years of progressively responsible administrative experience in a public or private organization.

Preferred Qualifications (in priority order)

Four (4) years of professional experience including significant budgeting, auditing, administrative, human resources, or technology management responsibilities for a public or private organization.

Four (4) years of professional experience performing analysis, evaluation, and establishing performance standards of data collected for a public or private organization.

Four (4) years of professional experience meeting deadlines with strong attention to detail and the ability to utilize critical thinking skills while multi-tasking multiple projects.

Four (4) years of professional experience communicating in verbal or written form with both internal and external stakeholders.

Advanced degree in a business/auditing/data management/administrative-related course of study (e.g., master's degree in business administration or master's degree in public administration) or relevant certification in a business/data management area (e.g., Certified Public Accountant).

Three (3) years of professional experience in a public or private organization maintaining confidentiality and handling sensitive information with professionalism.

Two (2) years of professional supervisory experience assigning work, providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, training staff, approving time off, and preparing and signing performance evaluations.

Two (2) years of professional experience working in an investigative, law enforcement, or prosecutorial organization.

## Chief Administrative Officer 9

### Job summary

The [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) will assist with the overall running of the Office and data work done by Operations and Technology to ensure the implementation of the enterprise data strategy and adoption of consistent standards and capabilities.

### Responsibilities

In partnership with enterprise program management, ensure sound program management for O&T (e.g., deliverables on time, risk identification, the process for milestone reporting, and approving changes to milestones)

Develop and implement the people and communications strategy to support the Enterprise and O&T Data

Transformation Strategy (in partnership with Human Resources), including the development and execution of training programs

Support the Enterprise CDO in conducting key activities and preparing materials for regulatory touchpoints and milestones (e.g., OCC / FRB exams, monthly touchpoints)



Execute and track compensating measures for O&T

Monitor and act on key O&T-specific operational metrics; assist ECDO to establish additional key metrics and develop a simple repeatable process to produce them on a regular cadence

Provide content to ECDO for presentations to key stakeholders, including the Board of Directors and the EMT

Provide input for the budget process (in partnership with Finance), related to resource planning and management; headcount requirements, reviews of current ICG resources, and talent acquisition plans

## Requirements

15+ years of finance and overall business management experience in a complex, financial organization, with a particular focus on the data space highly preferred

Proven ability to execute large complex change programs

Exceptionally strong interpersonal and communication skills

Strong core finance technical skills and a solid understanding of finance processes, infrastructure, and systems

Proven ability to act independently, work quickly and with careful attention to detail, juggle multiple priorities, and thrive in a varied, fast-paced environment

Proven ability to lead/manage a Business/Function/Region of a large, global financial firm

Proven ability to work well under pressure and within tight deadlines

Proven ability to communicate effectively, drive consensus, and influence relationships at all levels

Strong analytical/problem solving skills; sound judgment and demonstrated leadership skills

Bachelor's degree required

## Chief Administrative Officer 10

### Job summary

Under the general direction and supervision of the President & CEO and serving as an integral member of the executive management team, the [Chief Administrative Officer](https://100hires.com/chief-administrative-officer-job-description.html) (CAO) is responsible for managing daily administrative operations and ensuring the smooth running of business according to established policies and vision. The CAO will oversee operationalizing new initiatives set forth by the President & CEO and contributes to the expansion and achievement of the organization's strategic goals. In addition to the strategic components, the CAO is charged with developing, implementing, and overseeing the administrative policies and procedures within Company. The CAO leads effective and streamlined administrative systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure to safeguard and augment the efficiency of the organization's operations to facilitate accelerating development and long-term success.

### Responsibilities

Advise the President & CEO and other key members of the executive team on operational planning, budgeting, and



policy matters.

Serve as a liaison to the Board; effectively communicate and present critical administrative matters at Board and audit meetings.

Contribute to the development of the Company's strategic goals and objectives as well as the overall management of the organization.

Develop and deliver progress reports, proposals, required documentation, and presentations, as directed.

Ensure organizational legal and regulatory compliance. Assume responsibility for timely reporting to regulatory agencies, funders, and Board.

Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board; assess any changes necessary.

Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Update and implement all necessary business policies, practices, and manuals.

Proactively evaluate potential problem areas and initiate action to limit negative outcomes; use negotiation skills consistently to resolve disputes without the need for escalation.

Maintain continuous lines of communication, keeping the President & CEO informed of all critical issues.

## Requirements

Knowledge of fiscal planning, budgeting, and reporting.

Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.

Strong mentoring, and coaching experience to a team with diverse levels of expertise.

Energetic, flexible, collaborative, and proactive; An organizational leader who can positively and productively impact both strategic and tactical administration initiatives.

Proven skills to quickly evaluate complex issues and identify multiple options for resolution.

Ability to translate financial concepts to – and effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

Knowledge of contract management and experience in organizational effectiveness and operations management implementing best practices, including legal, audit, compliance, budget, and resource development.

Knowledge of tax and other compliance implications of non-profit status.