

TOURNAMENT OF ROSES ASSOCIATION
JOB DESCRIPTION

Job Title: Chief Operating Officer
Department: Executive
Reports To: Executive Director/CEO
FLSA Status: Exempt

SUMMARY OF PURPOSE OF JOB:

This position is responsible for overall business operations of the Association to include: strategic planning, assigned staff oversight, development of staging and public safety plans, emergency event operations, oversight of parade development and strategic partnerships, community relations, IT/technology platforms and special projects and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- Provides oversight and direction, through direct reports of the following departments: Parade Development Office and Community Relations. Key responsibilities include ensuring departmental goals are achieved, providing strategic advice and problem solving as needed.
- Responsible for implementing strategic initiatives of the Association, including but not limited to new program development, new float builder success models, broadcaster platforms that include streaming, DEI integration, and alignment of IT/technology platforms.
- Oversight and development of international distribution partnerships.
- Ensures all revenue targets for the Association, including sponsorship sales and float sales; assists in identifying and developing new saleable assets.
- Works with staff leadership team to develop annual business plans and ensures short-term and long-term strategic initiatives are achieved.
- Interacts on a regular basis with volunteer leaders and members of numerous committees in support of Association needs.
- Provides oversight of the Tournament of Roses Foundation to ensure goals and mission is achieved.
- Performs support to various administrative and legal needs to include contract review, intellectual property needs and coordination of efforts with outside counsel.
- Manages direct reports, to include selection of staff, establishing goals and performance expectations, coaching and directing assignments, evaluation of performance and professional development.
- Liaises with Pasadena city leaders as needed in the executive management role; maintains strong relationships for the purpose of furthering the goals of the Association as they relate to events and activities of the Association.
- Liaises with public safety professionals throughout the year but in particular in preparation for the annual parade.

- Coordinates with the other team members the development of annual Staging Plan and Public Safety Plan with internal stakeholders and the City of Pasadena.
- Serves as a member of the staff leadership team, which is responsible for planning, strategic initiatives and ensuring that annual organizational goals are achieved.
- Develops and manages operating budget for assigned areas; provides variance reporting to senior management.
- Dedicated to the development of a diverse, equitable and inclusive work environment.

SUPERVISORY RESPONSIBILITIES

This position supervises the Senior Director, Strategic Partnerships, the Senior Director, Sponsor Relations and Licensing, Senior Director, Community Relations, and Director, Participant Development & Relations.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- BS degree required plus at least 15 years progressively more responsible experience in company operations at a senior level.
- Experience working with volunteers preferred.
- Experience working with large events.
- Master's degree or law degree preferred.

COMPETENCIES REQUIRED (unless stated otherwise)

- Demonstrated management and leadership of professional staff
- Ability to work with a broad range of constituents, including volunteers, partners, contractors and consultants
- Good collaboration and teamwork skills
- Sound judgement and decision making
- Business acumen
- Planning skills
- Problem solving skills
- Advanced negotiation skills
- Contract development and execution knowledge
- Works efficiently with deadlines
- Prioritization skills
- Meeting facilitation skills
- Open to feedback
- Strong organizational skills
- Ability to develop and manage budgets
- Adaptable and flexible with change
- Strategic thinking skills
- Excellent written and verbal communication skills

- Good coping skills in high stress situations
- Strong interpersonal and relationship building skills
- MS Office Suite; experience using CRM platforms

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. No specific vision abilities are required by this job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the duties of this position are performed in a typical office environment.

Resumes should be submitted to jobs@tournamentofroses.com.
Please no phone inquires.