



# CHIEF OPERATING OFFICER

## INDIANAPOLIS, IN

## ABOUT THE COMPANY

The Board of Certified Safety Professionals (BCSP), a global not-for-profit corporation headquartered in Indianapolis, Indiana, has been setting and certifying the technical competency criteria for safety, health, and environmental (SH&E) practitioners since 1969. In that time, over 100,000 BCSP credentials have been achieved by their safety practitioner pioneers, improving safety practice by meeting the challenge of achieving and maintaining quality, accredited safety certification—The Gold Standard.

Mission: They inspire and develop leaders in safety, health, and environmental practice through globally accredited certification; enhancing careers, advancing the profession, protecting people.

- Are you interested in working for a non-profit corporation with 50 years of excellence in safety credentialing?
- Are you an innovative operations leader that values a hybrid work model?
- Are you a future facing professional committed to the welfare of people?

## WHAT YOU'LL BE DOING

The Chief Operating Officer will work in close partnership with the CEO to translate strategic goals into measurable results, fostering a culture of teamwork and operational excellence across the organization. The COO will serve as a trusted ally to the CEO, responsible for driving the day-to-day operations with precision and efficiency, championing continuous improvement, driving cross-department collaboration, accountability, and team development. As an integral member of the executive leadership team, the COO will provide critical insights that shape strategic decisions and ensure operational initiatives align with the mission, vision, and core values of BCSP and represents the BCSP gold standard across the organization internally and externally with our stakeholders.

### Duties & Responsibilities:

- Oversees the Operations team to ensure they are meeting performance expectations and business objectives.
- Aligns operational objectives with the organization's strategic vision, ensuring initiatives directly contribute to long-term growth and sustainability.
- Analyzes operational performance metrics to ensure data-driven decisions are made to optimize efficiency, productivity, and overall effectiveness.
- Identifies and mitigates operational risks, ensuring business continuity plans are in place and regularly tested across all departments.
- Fosters an environment that encourages innovation and effective change management, continually improving processes to maintain competitive advantage.
- Fosters an approachable, solution-oriented, accountable environment, motivating and leading a high-performing Operations team. Works collaboratively across the organization to improve quality, efficiency and productivity, reduce costs, increase revenue, and ensure customer service excellence.



## WHAT YOU'LL BE DOING (CONTINUED)

### Duties & Responsibilities:

- Supports and mentors Operations department heads in their team leadership roles.
- Provides timely, accurate and complete reports on the operating condition of BCSP.
- Collaborates with the leadership team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate rapid growth and sustainability.
- Demonstrates a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.
- Supports preparation of annual budget requests, projects, systems, purchases and monitors expenditures to ensure fiscal responsibility and financial stability.
- Ensures business continuity and related planning to all assigned departments.
- Understands accreditation standards and ensures that processes conform with them.

## IDEAL CANDIDATE QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Business Administration or a related field or equivalent education and experience; a Master's degree is advantageous.
- 15+ years of related experience and 5+ years of executive level leadership experience; preferably in a non-profit organization.
- 5+ years of experience leading high-performing teams, with a demonstrated ability to foster a solution-oriented and accountable work environment.
- Proven track record in developing and implementing operational strategies that drive efficiency, cost reduction, and productivity improvements across departments.
- Experience managing complex operational functions, ensuring alignment with organizational goals while maintaining financial stability and fiscal responsibility.
- Hands-on experience improving processes and systems to support organizational growth and sustainability.
- Experience in analyzing and utilizing performance metrics and KPIs to inform decision-making and enhance overall operational effectiveness.
- Proven success in managing risk and ensuring business continuity, with a focus on mitigating operational risks and safeguarding organization.
- Experience leading innovation and driving change initiatives, effectively managing evolving business needs while fostering a culture of continuous improvement.
- Prefer an in-depth understanding of the EHS industry including risk management, compliance and regulatory requirements.
- Experience with accredited certification programs is preferred.
- BCSP credential such as ASP, CSP, SMS or holding a CAE or PMP is a plus.



## KEY PERSONAL ATTRIBUTES

- Personal Effectiveness/Credibility
- Decision Making
- Problem Solving
- Thoroughness
- Collaboration Skills
- Delegation and related systems of accountability
- Communication Proficiency
- Flexibility

## THE PAYOFF

BCSP offers a competitive salary, excellent comprehensive benefits, and a hybrid work model.

## LEARN MORE & APPLY

Expected travel: 20% - 25% (Conferences, Board Meetings, Professional Development)

This executive search is being led by **Chuck Aardema and Megan Meyer**. Use the contact information below to reach out via email with any questions. Please reference the position title and organization in the email header. [APPLY ONLINE.](#)



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