

CTBUH Chief Operating Officer

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's (CTBUH) mission is critical to promoting a better urban future.

CTBUH seeks a Chief Operating Officer ("COO") who will be responsible for effectively running the organization: people, infrastructure, systems and finances.

The COO will be a "hands-on" business leader who will oversee the company's operational performance and will make recommendations to enhance the current processes, procedures, systems and business disciplines necessary to grow the business. This role will be based at the organization's headquarters in Chicago, IL.

KEY RESPONSIBILITIES:

- Collaborate with the CEO to develop and implement policies, strategies and the direction of the organization
- Ensure that the day-to-day operations of CTBUH are effectively and efficiently coordinated, implemented and conducted within the framework provided
- Direct staff, including defining the organizational structure, recruitment, professional development, motivation, performance evaluation, discipline, compensation, personnel policies, and procedures, while ensuring compliance with human resources regulations
- Review current technology infrastructure and make high-level recommendations for potential improvements
- Lead compliance with legislation and regulatory bodies
- Manage all aspects of the offices (Chicago, Venice, China), making sure that they have the necessary infrastructure, systems and protocols
- Assist in formulating the CTBUH business plan, including resource and financial implications
- Collaborate with the CEO and Board of Trustees in directing the organization's financial goals, objectives, and budgets

REQUIRED QUALIFICATIONS:

- BS degree required; advanced degree in a related field is highly preferred
- At least twelve to fifteen years of demonstrated career progression in an operations leadership role
- High aptitude in decision-making and problem-solving
- Experience working within the building industry or for a global company, association, or trade organization a plus
- A basic understanding of business, technology infrastructure, and best practices with regard to business and IT systems
- Excellent interpersonal and public speaking skills with the proven ability to comfortably interact with small to large groups and at all levels within an organization

HOW TO APPLY:

If interested in applying for the COO position, please send a resume to careers@ctbuh.org.