

MZA Events
Chief Operating Officer

Please direct all inquiries and applications regarding
the position of Chief Operating Officer for MZA
Events to:

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E-mails only. No calls please.

Job Description and Company Description follow this
page.

JOB PROFILE

The Chief Operating Officer (“COO”) of MZA Events (“MZA”) operationalizes the CEO’s vision for MZA and its campaigns, contributes to the development of MZA’s strategic plan, goals, and objectives, and is responsible for the smooth, efficient, and successful operation of the organization and the delivery of the organization’s products and services throughout the United States for a variety of clients.

The COO oversees the development and execution of high quality and cost effective campaigns, such as major AIDS Walks, in cities throughout the United States. All Event Directors report directly to the COO. The COO is also responsible for the oversight of most aspects of day-to-day operations. As part of this responsibility, the Directors or Managers of Information Technology, Communications & Public Relations, Sponsorship, and Special Projects report directly to the COO.

Key to the COO’s role is providing strong, sound and mature leadership, effective management, and ongoing professional development for the organization’s staff, including the thoughtful and successful oversight of human resources policy and staff productivity. The COO will give attention to the development of an organized, focused, efficient, and effective staff and workplace culture, including the creation and improvement of internal systems, outreach strategies, and channels for respectful communication between and among staff members. The COO creates and executes development plans and activities for the organization and for individual campaigns and events, integrating the CEO’s vision for MZA and the needs of MZA’s clients.

Representing MZA, the COO interacts directly with MZA’s clients, prospective clients, partners, and prospective partners, and acts for the CEO in the CEO’s absence. The COO represents MZA to a variety of stakeholders and constituencies,.

JOB DUTIES

Without limiting the Job Profile described above, the COO’s specific duties will likely include the following:

- ✓ Interfacing with clients, prospective clients, partners, and prospective partners.
- ✓ Representing MZA and its campaigns and events to a variety of public and private constituencies.

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- ✓ Supervising MZA senior management staff, including Event Directors, Director of Sponsorship, Manager of Communications & Public Relations, and Manager of Information Technology.
- ✓ Developing and fostering effective collaboration between and among MZA's corporate departments and staff and event offices and staffs to ensure an integrated approach to providing services for MZA's clients and accomplishing MZA's strategic goals and objectives.
- ✓ Running an efficient, effective, on-time, and on-budget organization with an appropriate infrastructure and culture.
- ✓ Assuring delivery of high quality, cost-effective services.
- ✓ Careful and regular analysis of the marketplace, including economic, social, and political trends, and best practices in all areas of MZA's operations.
- ✓ Fostering and maintaining a cordial, respectful, focused, professional work environment--a place where people want to work.
- ✓ Pursuing both internal and external professional development for staff, as appropriate.
- ✓ Being an active participant in the development of MZA's vision and strategic goals and objectives and being an enthusiastic and positive force both internally and externally in communicating the vision, goals and objectives approved by the CEO to internal and external shareholders.
- ✓ Participate with the CEO and the Director of Business Development in securing new business opportunities and strategic partnerships for MZA.
- ✓ Performing such other related duties as may assigned or delegated by the CEO.

Skills and Abilities

- R Demonstrable success in providing strong and effective leadership for large and diverse full-time, part-time, and temporary staffs in a complex and demanding environment.
- R Demonstrable success in creating opportunities for staff development resulting in a dynamic, positive, and productive staff and work environment.
- R Ability to balance conflicting staff, client, and resource needs.
- R Demonstrable success in the development, implementation and execution of human resource policies.
- R Ability to interface between the Founder/CEO and clients and between the Founder/CEO and senior staff members with poise, equanimity, strength and enthusiasm while keeping on goal and on mission.
- R Ability to support staff members while making decisions consistent with the CEO's vision for the organization.
- D Demonstrable success with the development and management of fundraising campaigns, including production of large events, is preferred but not required.
- D Demonstrable success with the creation, production, and distribution of a wide range of corporate and campaign-related communications, including print, Web, and electronic formats.
- R Understanding of and ability to create and function well within a corporate structure which supports efficient, profitable, effective work and maximizes quality and value of staff work product and staff development.
- R Ability to contribute creatively and effectively to the CEO's development, review, and dissemination of MZA's vision, goals, objectives and policies, while at the same time comfortably, clearly, and effectively operationalizing same, once approved by the CEO, with diverse staff and clients.
- R Successful experience in a fast-growing, constantly changing competitive marketplace and the ability to support necessary culture change with positive outcomes for the organization.
- R Ability to deal productively, professionally, and effectively with diverse internal and external constituencies, including staff, clients, volunteers, funders, press

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and public of different ages, races, cultures, religions, genders, sexual orientations, HIV status, and beliefs.

- R Exceptional written and oral communications skills, including in person, before small and large groups, in print and online.
- R Ability to work flexible hours and to travel when required.

MZA Events

MZA Events is the recognized leader in fundraising for HIV/AIDS charities. Since creating the AIDS Walk fundraising concept more than two decades ago, MZA Events has generated some \$300 million to support the critical work of AIDS service non-profit organizations in such areas as prevention, education, treatment, policy, activism, and direct services for those living with HIV and AIDS.

MZA Events' AIDS Walk fundraising model was originated in 1984 by then 25 year-old Craig R. Miller (MZA Events' CEO) in order to create a massive mobilization of community support for AIDS Project Los Angeles (APLA) to educate the Los Angeles community about HIV and AIDS at a time when fear, prejudice, and ignorance dominated public discourse about the disease.

Today, MZA Events is a national organization with headquarters in Los Angeles and permanent offices in New York and San Francisco. It produces the annual Los Angeles, New York, and San Francisco AIDS Walks, as well as producing or co-producing other major events and campaigns across the United States, most of which are related to HIV/AIDS, women's cancers, or other socially compelling causes.