

## **Chief Operating Officer**

### **Position Profile:**

Under the supervision of the CEO, the Chief Operating Officer leads and manages day to day activities of the company in order to achieve strategic goals. The COO is a dynamic, high energy player in a multi-talented, multi-faceted team of designers, engineers, operations, marketing and business professionals.

The **Chief Operating Officer** is responsible for executing on the strategic vision of this design led company. This individual will work closely with the CEO and Product, Operations, and Supply Chain teams to consistently deliver outstanding product design work to the market by utilizing a range of analytical, management and leadership skills.

**3<sup>rd</sup> Stone Design** is a product design, strategy and development firm that provides consulting services to the medical device, renewable energy and consumer goods industries. We also develop, contract the manufacture of, and sell our own lines of products for the worldwide market. Located in San Rafael, CA, we are a small and vibrant office with people who work hard, are passionate about our mission, and enjoy a good cup of coffee.

### **Duties and Responsibilities:**

Under the supervision of the CEO, the Chief Operating Officer leads and manages day to day activities of the company in order to achieve strategic goals. The COO's primary responsibilities include provisioning of resources across the company, guiding team solutions with rigor, analyzing new and existing business activities, and optimizing systems functions.

The company undertakes a full scope of product design, development, commercialization and distribution activities for a variety of regulated products and devices. The COO focuses on the hand-offs between the various disciplines in the company to realize product success in the market. This 'connective tissue' function is a key driver of our success and when optimized allows our company to have an outsized impact on global health, safety and climate issues.

The COO employs a wide variety of business analytics, engineering, supply chain and classic operations approaches to deliver best in class performance for an innovative design and development company. This includes financial analysis and planning with the CFO, resource allocation with engineering and design team leads, systems optimization within the operations and supply chain team, and forecasting with sales and corporate development leadership.

Most important, this role works directly with the CEO to implement his vision and assure that we have the right team in place at the right time doing the right things to achieve our big goals.

### **Particular Responsibilities Include:**

- Managing team leads in a collaborative, multi-disciplinary environment
- Directing review, check-in, and feedback functions for all staff
- Systematically evaluating internal processes, work flows, and software systems to deliver effective solutions matched appropriately to our objectives, size and growth trajectory
- Working side by side with Finance and Corporate Development leadership to manage the company's day to day operations in line with the Annual Operating Plan.

- Developing talent within the organization to ensure that we have a bench of super capable technical players to meet the expected growth of the business
- Client and partner management: setting, managing and exceeding expectations
- Assessing new business opportunities through market sizing, analysis, and forecasting and then determining fit with organization's capabilities and growth ambitions
- Juggling 20 or so priorities on any given day while keeping the wheels on the bus

**Position Requirements / Qualifications:**

- Bachelor's degree in a technical or scientific field. Masters in Engineering, Technology Management, or Business all highly desired
- 10-20+ years' experience in management roles of increasing responsibility. Prior experience founding your own company would be extremely valuable as would prior Director or VP roles
- Multiple roles managing direct reports and determining salary, bonus, and other compensation related matters
- Excellent communication skills (spoken, written, and presentation)
- Experience working across cultures, oceans, and time zones
- Working knowledge of manufacturing processes, hardware development, and technology creation and innovation delivery
- Experience and working knowledge of medical device regulatory processes
- Background experience working in companies with physical products having high levels of technical performance and safety requirements
- Sales and business development acumen as well as comfort with complex client relations
- Experience shepherding products from conceptual design through to manufacturing ramp up and commercialization
- Experience leading multiple project teams and managing schedules and budgets
- Creative thinking, sound judgment, organization, diplomacy, thoroughness, professionalism, humor and an uncanny desire to do great work
- Ability to DEAL

**Hours:** Full Time Position

**Benefits:** 3 Weeks Paid Time Off + Major Holidays

Health Plan including health insurance plan with premiums paid by the company

Flexible Spending Account allowing for tax deferred earnings to be used for medical and other qualified expenses.

401(k) plan with company match

Participation in company financial success

Friendly Co-Workers, Meaningful Work, and a job that you'll want to come to!