

Chief Operating Officer (COO)

Job Scope

Reports To:

CEO

Oversees:

Production Department

Facilities Department

Finance Department

Direct Reports

Director of Brewing Operations

Director of Facilities

Head of Accounting

Collaborates With

Leadership Team + Director of Development

Job Summary

Burial is seeking a financial-focused Chief Operating Officer to oversee the company's financial planning and operational efficiency. The Chief Operations Officer will directly oversee Burial's Production, Facilities and Finance Departments and collaborate with the CEO and CSO on strategic planning and revenue driving goals.

This role requires strong leadership skills, a willingness to collaborate and the ability to approach business with a creative point of view. The COO will lead our Production and Facilities Departments to be efficient, productive, and effective as well as guide our Finance Department toward best practices and fiscal accountability company wide. The ideal candidate has extensive experience within the craft brewery industry along with strong business and financial management acumen, integrity, experience and the ability to operate through a DEI lens.

Established in June of 2013, Burial Beer Co. is a fast-growing Asheville company that strives to connect people and communities through immersive and introspective experiences that inspire the celebration of life. Join our mission to innovate and elevate with intention in the craft beverage and hospitality industries.

Job Responsibilities

Leadership + Management:

- Work with the leadership team on strategy, planning, growth/expansions, and new projects
- Directly oversee Production, Finance and Facilities Departments
- Facilitate efficient and effective planning and execution of Production + Facilities Departments
- Facilitate financial education for upper management and leadership
- Facilitate weekly meetings with Director of Brewing Operations with set agenda
- Facilitate weekly meetings with Director of Facilities with set agenda
- Facilitate bi weekly meetings with Finance Department
- Evaluate and determine Production, Finance and Facilities Departments goals, process expectations as well as product and space/location specs/standards
- Attend and contribute to weekly leadership meetings
- Successfully complete required professional development trainings and training hours set for leadership roles.
- Support and develop leadership skills for department Managers and Heads Of

Strategy:

- Determine and implement tools and resources needed to reach company operational goals of products output, revenue growth and cost management
- Frequently reviews budgets and staffing through the lens of department and company operational needs and goals
- Project and evaluate cost benefit analysis of operational equipment and maintenance needs
- Strategically work to improve efficiency of payroll, expenses and COGs in operations departments.
- Meet regularly with CEO + CSO to discuss business strategies related to yearly business objectives, revenue goals, product mix, brand strategies, company culture and expansion plans
- Obtain a full understanding of product mix profit analysis to provide guidance on how to maximize market demands and profit margins

Operations:

- Oversee all Burial facilities projects as it pertains to the execution, operation and functionality.
- Determine financial feasibility, plan sales markers, determine scope of job, and accountability of project deadlines and targets in collaboration with the Director of Facilities.
- Oversee operational policies and procedures of Burial facilities with safety, access and systems being top of mind.
- Work with the Director of Development on maximizing resources, increasing production and effective integration of the VISUALS brand with Burial production needs and flow.
- Ensure company is aligned with best practices related to alcohol and health compliance on local, state and federal level

- Ensure company is aligned with best practices related to operational safety compliance on a local, state and federal level
- Develop collaborative and accountable relationships with vendors, city officials and permitting office, general contractor and architects

Finance:

- Facilitate financial accountability across company through best practices and SOPs
- Evaluate financial status and provide analysis related to financial forecasting and workforce development
- Recommend benchmarks for measurement of financial, operational and product mix performance
- Monitor and analyze monthly, quarterly and annual operating results against budget
- Manage process of three year revenue and profitability goals with leadership team and work with department managers on developing budgets to achieve goals
- Manage SOPs related to other department accounting, inventory and cash handling
- Oversee financial documentation in quickbooks and other financial information sources
- Coordinate financial audits
- Represent the company externally to government agencies, auditors, banks, and the general public
- Continual improvement of the budgeting process through education of department managers on financial issues
- Analyze cost of products to provide savings and discounts as well as guidance to department heads on purchasing and pricing
- Integration of financial and regulatory information across systems and softwares
- Oversee the close out business accounting needs during Q1 of each year
- Overseeing Tax Management and Strategies

Culture:

- Foster a success-oriented, accountable environment within the company
- Develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods
- Develop new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes
- Foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization

Education & Experience

- Bachelor's degree in business related field is a must
- At least 5 years in a Leadership or Executive role is a must

- Extensive managerial experience of 5 years or more is a must
- At least 3 years in a financial management and oversight role is a must
- Thorough understanding of sales and marketing for small to mid-sized businesses is a must
- Experience in the Craft Brewery or Craft Beverage Industry is preferred

Core Competencies

Below is a summary of the preferred qualities and skills that will contribute to the overall success of this role.

Technical Skills

- Human Capital Management –Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations
- Financial Management- Understands the organization’s financial processes.

Leadership Skills

- Vision- Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- Ethical Practice – The ability to integrate core values, integrity and accountability throughout all organizational and business practices
- Leadership + Navigation – The ability to direct and contribute to initiatives and processes within the organization
- Continual Improvement: Assesses and recognizes own strengths and weaknesses; pursues self-development.

Business Skills

- Strategic Thinking- Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment; Capitalizes on opportunities and manages risks.
- Business Acumen – The ability to understand and apply information to contribute to the organization’s strategic plan
- Critical Evaluation – The ability to interpret information to make business decisions and recommendations
- Consultation – The ability to provide guidance to organizational stakeholders
- Creativity / Innovation- Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

People Skills

- Communication – The ability to effectively exchange information with stakeholders

- Relationship Management - The ability to manage interactions to provide service and to support the organization
- Global + Cultural Effectiveness - The ability to value and consider the perspectives and backgrounds of all parties

Preferred Skills/Qualifications

- Strong understanding of craft beer and brewing process
- Highly competent with computer functions including word processing and spreadsheet software (Google suite and/or Microsoft suite)
- Experience utilizing project management software or strategies for measurable progress and results
- Relevant experience with brewing software, ideally EKOS
- Ability to work both independently and in a team environment
- Decisive and intuitive conflict management skills
- Mechanical aptitude and strong troubleshooting skills
- Flexible schedule (if/when needed)
- Familiar with the establishment of, and value in, SOP's (Standard Operating Procedures)
- Experience with growth/expansion projects and working with contractors, plan development and permit processes
- Management/oversight of multiple locations of a company
- Self motivating/self starter

Physical Demands

- Must be able to bend over, twist, kneel, stand
- Must be able to lift at least 50 pounds

Classification

Salaried/Exempt

Compensation

- Determined based on experience and considered in integration with our benefits package.
- Please include your salary/benefits expectations in your application correspondence.

Benefits + Perks

Health, Dental + Vision Insurance

Employer Paid Life Insurance

Accidental Injury Insurance

Short-Term Disability
PTO
Paid Holidays
Paid Parental Leave
Bereavement Leave
401k + company match (eligible after 1 year of employment)
Employee Assistance Program
YMCA Membership (company subsidized)
Relocation Package
Profit sharing bonus opportunities

Values We Practice

- CONNECTIVITY - Celebrating the human experience through storytelling, personal relationships, and meaningful collaborations
- COURAGE - Empowering yourself and those around you to go beyond what you know and boldly innovate with the understanding that failure and discomfort are essential to continued growth
- FLEXIBILITY - Recognizing the positive impact change can have on quality, efficiency and relevance and also embracing the spirit of perpetual improvement
- INCLUSIVITY - Cultivating a safe, supportive and accessible environment of opportunities that honor, respect and uplift individual identities and experiences.
- INTEGRITY - Setting and upholding a standard of quality for the processes we implement, the products we craft, the experiences we create and the values we embody

Employment Inclusion Policy:

Burial is an equal opportunity employer and makes employment decisions on the basis of merit. Burial celebrates people from all walks of life and prohibits the unlawful discrimination based on race, color, religious creed, sex, gender identity, marital or veteran status, age, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information or characteristics (or those of a family member), sexual orientation, pregnancy, or any other consideration made unlawful by federal, state, or local laws. All employment is decided on the basis of qualifications, merit, and business need. We don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products, and our community.