



Chief Operating Officer
Job Posting
August 2021

Position Type: Full time, exempt

Location: Bozeman, MT highly preferred

Compensation: Commensurate on Experience

Benefits: Major Medical Insurance, up to 5% match on a 401k, PTO, flexible scheduling

Application Deadline: September 1, 2021

About the Center for Large Landscape Conservation (the Center)

The Center is a nonprofit organization located in Bozeman, MT working to bring science, policy, and proven solutions to communities to protect and restore the integrity of the planet through large-scale conservation measures. CLLC is a leader in the fast-growing global movement to reverse landscape fragmentation, restore nature's resilience to climate change, and support community-led action. With an influential and well-respected Board, a budget of approximately \$4M and growing, and a strong and dynamic leadership team, the Center will continue to expand our influence in the conservation community in the US and globally.

The Center offers a supportive, flexible, and dynamic work environment. We work to actively cultivate an inclusive workplace that values the leadership, skills, and perspectives of people from diverse backgrounds. People of color, from the LGBTQ community and other historically marginalized backgrounds are encouraged to apply.

Position Overview

The Center is growing, and we are seeking an experienced Chief Operating Officer (COO) to oversee the organization's business operations to ensure we are positioned for continued growth and effective delivery of our conservation mission. The COO must excel in managing finance and operations, including human resources and information technology. The COO should have experience in developing an organization's infrastructure, workflow, internal communications, and critical business processes. The successful candidate will be an innovative, self-motivated leader with a high degree of maturity and personal integrity, and strong interpersonal skills. The COO will help guide the organization's sustainable growth while retaining the culture and supporting the conservation passion that drives the Center.

This is a new position for the Center and is shaped by the realignment of other executive team roles. A member of the Executive Team reporting to the President, the COO will work closely with the VP of Program Development & Networks (previously VP of Conservation Operations) and supervise the Operations & Finance team. This position will hold a crucial role in our team-oriented leadership model.

Essential Duties and Responsibilities

Administration & Operations

The COO responsibilities will be to refine and oversee operational and administrative functions, systems, and processes to allow program staff at the Center to deliver impactful conservation work:

- Implement systems, processes, policies, and procedures to improve efficiencies and strengthen the organization's business infrastructure.
- Help the Center maintain credibility, accountability, transparency, and a productive relationship with current and prospective funders
- Identify operational gaps and implement strategies to make the organization more effective.
- Analyze the current technology infrastructure and guide (with necessary expertise) the development of a comprehensive IT plan that provides staff and network partners the tools to effectively collaborate to maximize outcomes.
- Assume responsibility for the day-to-day performance of the functions and activities that are supervised by managers and support staff who report to the COO.
- Support the Center's long-term commitment to advance inclusive conservation and equity in all aspects of the organization and our work and help create an organizational culture that is inclusive, respectful, and equitable.
- With executive team ensure philanthropic management systems are integrated throughout the organizations processes.

Financial Management & Legal Compliance

The COO, with a support team, will provide strategic financial planning and monitoring to maximize program effectiveness and organizational sustainability.

- Ensure a robust set of financial controls are regularly followed.
- Guide financial analyses as necessary to understand long term trends and business risks.
- Ensure the annual budgeting process is efficient and meets the needs of the Board and organization.
- Develop a risk management approach appropriate for the organization's scale, mission, and exposure and that enables effective oversight by the Board.
- Assume overall contract and budget compliance for all functions and activities of the Center.
- Carry out the fiduciary responsibilities of the Center, including an annual audit, and ensure organizational compliance with all applicable rules, policies, procedures, laws, and regulations.
- Coordinate the annual operations plan and set and monitor operational performance metrics

Staffing and Performance Management

The COO will work with the executive team and staff to support human capital development and mentoring within the Center. The COO will ensure open lines of communication with staff and the

regular update and review the employee handbook and human resources functions. Additionally, the COO will help support integration of DEI practices and values across the organization.

- Upgrade and manage recruitment, onboarding and offboarding processes to ensure best practices and inclusive processes are followed.
- Improve and oversee annual performance reviews, ensure position descriptions and annual workplans are updated and maintain an employee-centric culture with open communication.
- Support a plan of targeted, professional development for the Center's employees.
- Oversee annual assessments of employee benefits and compensation and adjust when appropriate.

Skills, Abilities and Qualifications

- A minimum of five years of management experience in the nonprofit sector; proven experience as a COO or similar is a plus
- MBA or equivalent experience or training
- Track record of leadership
- Understanding and experience in best practices of nonprofit management in all facets of business, HR, Finance, Communications, Philanthropy, etc.
- Working knowledge of IT/Business infrastructure
- Competency and experience in strategic planning and business development
- Experience in nonprofit fundraising is a plus
- Demonstrated support for diversity, equity and inclusion at all levels
- Excellent interpersonal, presenting and writing skills
- Aptitude in decision-making and problem-solving
- Collaborative team-oriented approach to problem solving
- Intrinsically motivated and personally accountable
- Interest in and commitment to wildlife conservation and community-based conservation approaches.

How to apply:

Please send the following materials **as a single PDF** to admin@largelandscapes.org and reference **'COO'** in the subject line:

- A brief Letter of Interest explaining how your goals, skills and background fit the responsibilities of the role
- Resume
- Contact information for two professional references

The Center for Large Landscape Conservation is committed to creating an environment where diverse perspectives are welcome. We are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/ expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.