

Coalitions and Collaboratives, Inc
Chief Operations Officer (COO)
Position Description

Announcement Date: 07/23/2021

Employment Status: Full time

Reports To: COALITIONS AND COLLABORATIVES CEO

Employed by: Coalitions and Collaboratives, Inc. (COCO)

Location: COLORADO

Salary Range: (\$79,040 - \$91,520)

Benefits: Medical, Retirement Plan, Paid Sick, Holidays & Vacation

The Coalitions and Collaboratives, Inc Chief Operations Officer is a proven leader who is willing to serve the larger purpose of fostering on-the-ground conservation efforts that protect and restore natural resources and local communities by supporting collaborative conservation organizations, who produce collective impacts through stakeholder driven efforts.

The COO is a passionate, determined and charismatic leader ready to manage and grow COCO, and is equally comfortable in the field as in speaking to funders and elected officials.

How To Apply:

Please email a PDF of your cover letter and resume to:

carol.ekarius@co-co.org & jonathan.bruno@co-co.org.

Please include the following as the subject of the email: Last Name – COCO COO Position.

The cover letter and resume should clearly demonstrate your qualifications and ability to fulfill the stated duties of the position. This posting will remain open until filled. *No phone calls please.*

Background

COCO strives to mentor, empower, and engage local conservation organizations across the state and nationally. Local collaborative organizations have a vested interest in local place: no one has more to lose, or gain, than the locals. The success of COCO comes from our philosophy that to efficiently help a place, we know we must close our mouths and open our ears; we must strive to understand what drives people, what they care about, and what concerns them.

As COCO continues to grow, we aim to support place-based groups, completing natural conservation work. We bring expertise, resources, and funding to support the growth of newly forming groups that follow transparent and collaborative processes to protect our environment, communities, and economic interests.

Position

The Chief Operations Officer is a key leader of the organization. The COO reports directly to the CEO, and is responsible for supporting organizational administration, including budgeting and financial management, outreach, and fundraising/development of the organization, including overseeing human resources.

The COO will work with the CEO, Board and staff to address a variety of issues applicable to

natural resource conservation, including environmental hazards from disturbances, such as wildfires, floods, droughts, water supply infrastructure, water quantity and water rights, water use, fire/flood resiliency, ecological health, water quality, wildlife habitat, riparian stability, invasive species and risks to irrigation and farm production. The COO will work closely with government and private agencies, nonprofit organizations, individual citizens, landowners and other identified stakeholders, including but not limited to U.S. Forest Service, Bureau of Land Management, Federal Emergency Management Agency, State Forestry Organizations, to implement priority projects, facilitate meetings, conduct community outreach, and identify and seek funding sources and other project resources.

Primary Duties:

Working closely with the CEO provide leadership in the oversight of projects, programs, and processes, which include but are not limited to activities such as:

- **Governance:** Works with COCO staff and CEO in order to fulfill the organization's mission.
 - Responsible for leading COCO in a manner that supports and guides the organization's mission as defined by the CEO and Board of Directors.
 - Responsible for communicating effectively with staff and CEO and providing, in a timely and accurate manner, all information necessary to support strategic and tactical decisions.
 - Responsible for representing COCO in external settings in a professional fashion.

- **Financial Performance and Viability:** Work with the CEO and staff to ensure the financial health of the organization.
 - Helps ensure fiscal integrity, to include but not limited to contribution to the development of annual budget
 - Supports the oversight of fundraising and developing other revenues necessary to support the mission.
 - Works with CEO to support program and project fiscal management. Anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Ensures compliance with terms and conditions of grants, agreements, and donations.

- **Organization Mission and Program of Work:** Works with CEO and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Provides direct support and implementation of programs and projects.
 - Oversees resources to ensure that the operations of the organization are appropriate, including the hiring and leadership of qualified staff sufficient to fulfill the organization's mission.
 - Responsible for the enhancement of COCO's image by being active and visible in the community of interest in which COCO works, and by working closely with other professional, civic and private organizations.
 - Oversees efforts to increase the visibility of COCO's work and impacts with other non-profits, government agencies, professional organizations, and communities of interest.

Actual Job Responsibilities

- Report to and work closely with the CEO and staff to increase the overall visibility of the organization, increase effectiveness, and support sustainable

- long-term mission-oriented programs.
- Coordinate staff meetings.
- Develop and implement a communications strategy.
- Participate in working group and national organizations as appropriate.
- Coordinate with various stakeholders to identify and develop projects and programs, particularly in assisting small and rural communities in developing projects that are focus on people and places, resiliency, adaptations.
- Work with COCO affiliates to ensure collaboration and be able to leverage all stakeholder resources.
- Supervise organization staff.
- Serve as a spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Mission.
- Engage in fundraising and developing other revenue sources, including funding from federal, state, local and private partners.
- Review and approve contracts for services.
- Mentor and support COCO affiliates, AIM awardees and mentees that are seeking assistance.
- Oversee the continuation of growth of successful programs and projects.
- Other duties as assigned by the CEO.

Qualifications

The ideal candidate will have:

- Bachelor or Master's Degree in an appropriate field, such as forestry, agricultural science, natural resource management, engineering, business, public administration, nonprofit management, or other relevant education, plus at least five years professional experience, or an equivalent combination of education and experience.
- Management and development experience in the nonprofit sector (preferable) or governmental or private sectors.
- Excellent skills in leadership, interpersonal relationships, organizational effectiveness, community outreach, consensus building and program management.
- Excellent communication skills, both written and oral, and skills in social and new media, and alternate methods of communications.
- Strong skills in public relations, consensus building, facilitation and motivational techniques to reach consensus and coordinate among stakeholders with diverse interests.
- Strong skills in identifying, soliciting, procuring and managing grants, donations, in-kind services and equipment, and leveraging resources from individual, private, corporate, foundations and government sources.
- Experience writing requests for proposals and/or bids, and following-up with criteria for review, selection, award, and management of contracts.
- Experience managing projects and other construction, watershed or natural resource projects.
- Ability to work independently and professionally, establish work priorities for not only themselves, but also the staff.
- Have a strong work ethic, and be energetic and flexible.
- Advanced proficiency in the use of MS Word, Excel, and Outlook, etc. Knowledge

of, or ability to learn other computer applications, such as website development and maintenance apps, geographic information systems (GIS) and their use in watershed planning, or databases systems is a definite plus.

- Valid driver's license and reliable, insured personal transportation. Ability to occasionally attend multi-day conferences, work evenings and weekends, and ability for regular travel within and outside of Colorado to meet with stakeholders and partners; occasional travel to COCO's office (Lake George, CO) will be required.
- A demonstrated understanding of the conservation, forestry, wildfire effects, wildfire mitigation and good working knowledge of conservation issues governing laws, programs and regulations.

Position Details

The COO will be employed by COCO. COCO offers benefits, including health insurance, retirement, paid vacation, holidays, life & disability insurance, etc. This is a hybrid work situation where a majority of time will be work-from-home, but COO will be provided basic equipment for operations, such as computer, cell phone, etc., and will have access to other staff support from COCO. COO must live in Colorado or be willing to relocate within a reasonable time frame. This requirement ensures that COO and CEO will be able to meet in-person and at the office at least twice a month.

The Fine Print

COCO is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.