

Staff Position Description

ENGAGING FUTURE LEADERS WHO PROTECT, RESTORE, AND ENHANCE OUR NATION'S LANDS THROUGH COMMUNITY-BASED SERVICE.

Title: Chief Administration Officer

Starting Salary Range: \$110,000-\$150,000 DOE

Location: Durango, Colorado (other existing office locations negotiable) and Partially Remote Eligible

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Chief Executive Officer

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Chief Administrative Officer is a leadership position charged with advancing the organization's strategic plan, mission, vision and values. The CAO oversees the day-do-day administration and internal business operations including the human resources, legal compliance, non-finance business functions, business risk and IT departments. Oversight consists of keeping the organization compliant with applicable labor law in multiple jurisdictions, remaining informed on legal trends impacting the organization, and timely implementing changes as necessary and appropriate. The CAO recommends and implements legally compliant policies and processes to ensure day-to-day operational excellence. As a member of the Leadership Team, the CAO plays a critical role in contributing to and promoting the organization's culture, vision, goals, objectives and results.

Outcomes & Functions of Position:

Leadership

- Oversee the internal operations of the organization; particularly the human resources, legal compliance, risk management and IT departments.
- Participate as a member of and facilitate the organizational Leadership Team assisting recommending the vision and direction of the organization.
- Promote an organizational culture that emphasizes quality, collaboration, and sharing of best business practices.
- Provide direct mentorship, support, and supervision to applicable department leads.
- Obtain periodic written reports from departmental leads as necessary for oversight.
- Facilitate and lead collaborative efforts of senior teams including the Leadership Team.

Administration

- Engage regularly with CEO.

- Provide accurate and timely reports outlining the business condition and status of the organization as necessary or requested by CEO.
- Supervise, oversee and support human resources, business risk management and IT staff department leads.
- Participate in setting challenging and realistic goals for growth, performance and dedication.
- Evaluate performance by analyzing and interpreting data and metrics.
- Motivate employees to demonstrate excellence and passion for the organization, including career path advancement.
- Ensure legally compliant policies, processes and systems which promote the organization's strategic plan, mission, vision and values.
- Lead procedures and polices used across the organization in compliance with the EEOC, Departments of Labor and applicable governing entities.
- Collaborate with executive team members in creating and growing a world class organization.
- Obtain periodic written reports from departmental leads as necessary for oversight.
- Develop and maintain a legally compliant and best practice policy development including personnel policies, business policies, Board policies and protocols for integrating and implementing timely updates and changes.
- Lead all EEOC and potential legal complaints and investigations and delegate to legal counsel if necessary or desired.
- Lead the organization with legal review and relationships to mitigate potential legal issues in a preventive effort.
- Support Board of Directors as requested in projects pursuant to majority vote.
- Foster a growth oriented, positive and encouraging environment while keeping employees and management accountable to company policies, procedures and guidelines.
- Reviews all leases and contracts.
- Lead the acquisition and management of insurance policies including workers compensation, director and officer liability and others.
- Ensure the organization is in good with all state and federal filing requirements including secretary of state, 501(c)(3), SAM registration etc.

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor, Legal Advisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor's Degree, JD or MA and 10+ years business management and leadership experience OR minimum 20 years experience.
- Demonstrable competency with non-profit organizations, human resources and legal compliance.
- Proven experience in management background and strategic planning
- Strong leadership and problem-solving skills
- Willingness to travel.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to interact credibly and diplomatically with the Board and all levels in the organization.
- An open, inclusive, team-oriented work style and ability to collaborate with Senior Leadership team at all locations.

Preferred Qualifications

- MBA or JD, preferred
- SHRM certification preferred

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Jennifer Erickson at jerickson@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.