

Staff Position Description

Title: Senior VP of Operations

Starting Salary Range: The starting salary range for this position will be in the \$133,000 To \$136,990 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully Remote Eligible within the US. Preference given to applicants who are near a Conservation Legacy Office.

Dates Open: December 8th, 2023 – January 15th, 2024

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: President

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 Senior VP of Operations is responsible for ensuring there are effective and efficient business systems in place that support high-quality programming nationwide. They will work with organizational leadership to lead shared operational functions for the organization including risk management, program evaluation and quality, business systems, IT, risk management, training and technical assistance, recruitment, DEI, business operations and the strategic plan. They establish targets and works with the board and President to ensure responsible operational oversight and leadership for the organization. Serves as the staff liaison for the board Strategic Plan Committee.

Operational Expertise and Management

- Oversee short-term and long-term goals for Conservation Legacy's shared operations including a high level of internal support.
- Ensuring operational and business support functions support, and are in alignment, with Conservation Legacy's mission, values, and guiding principles.
- Responsible for operational risk management and ensuring policies and procedures are relevant and support high-quality programming
- Establish and manage the evaluation, implementation, and ongoing optimization of business systems
- Ensure high-quality information technology is optimized for use across the organization and the organization is protected from cybersecurity risks
- Responsible for shared business operations including contracts, agreements, and insurance
- In collaboration with other staff, establish, monitor, and evaluate shared operational baselines for quality, standards, and sustainability.

- Identify and engage legal resources as necessary to support organizational needs
- Responsible for supporting and overseeing the effective recruitment of staff and program participants.
- Oversee and support shared services designed to support AmeriCorps programming, compliance, efficacy, and optimization of resources
- Oversee and support Conservation Legacy's efforts and approach to increasing diversity, equity, and inclusion and lead organizational commitment to strengthen these efforts.
- Support the organization-wide strategic plan and other strategic initiatives
- Responsible for identifying and ensuring there is capacity across the organization to support technical skill development, training, and certifications
- Responsible for identifying and ensuring there is capacity across the organization that supports effective and aligned recruitment efforts
- Hire, retain, and train skilled staff
- Responsible for identifying and mitigating risks to the organization
- Engage with, and support, the organization's board and specific committees as needed
- Serve as a key member of cross-functional teams in alignment with position duties and responsibilities
- Effectively utilize and ensure data integrity for organizational systems in including Salesforce, HRIS platform, and other systems as needed.

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 organizational complaints 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

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, the ability to move across varied terrain, use of 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 the application or recruiting process, please send a request to the hiring manager.

Qualifications:

- 10+ years of leadership experience, experience working as part of an Executive Team preferred.
- Experience supporting programs that engage youth and/or focus on conservation highly preferred.
- Experience working in a federated organization preferred.
- Experience managing projects, business processes and systems including those focused on IT, recruitment, and diversity, equity and inclusion.

- Experience managing organization risk, developing and reviewing risk management policies and procedures and ensuring policies align with current program activities.
- 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.
- 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.
- Ability to develop and mentor others
- Ability to drive a strategic direction
- Ability to build collaborative relationships
- Ability to meet deadlines and use critical thinking skills
- Ability to identify and seek needed information, research solutions and deliver results
- Ability to establish direction and lead development of short and long-term strategies and objectives

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 Vanessa Morrison at vmorrison@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.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. 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.