

Chief Operating Officer

The Chief Operating Officer is a proven, cross-functional leader who will build and sustain the human, financial, property, and technological resources of our organization. As a member of the Leadership Team, their contributions advance every aspect of our mission. They ensure that each staff person has the skills, tools, information, and resources to be successful. With expertise in systems thinking and operations, process management, and organization-wide communication, they oversee Finance, Human Resources, Property Management, and Information Technology to bring vision, purpose, and cohesiveness to the team.

The Position

Working with the Chief Executive Officer (CEO), the COO will be charged with ensuring that Audubon International employs the appropriate human, financial, property, and technological business systems and controls to operate efficiently. The COO is responsible for the design and implementation of effective business strategies to achieve and sustain optimum operational and financial viability.

In this position you will:

Provide Operational Leadership

- Drive excellence in core service functions to support overall organizational efficiency and effectiveness.
- Supervise functional area leads by providing effective coaching, guidance, and oversight.
- Share and represent operational expertise from Finance, IT, Property Management, and Human Resources on Leadership Team.
- Bring structure and creativity to strategic visioning and planning.
- Work with the CEO on financial planning and annual budgeting.
- Support Audubon International staff and Board in making appropriate investments in technology, people, and the preservation of institutional knowledge.
- As part of the Leadership Team, represent Audubon International in external and internal contexts.

Lead Organizational Change Efforts

- Apply expertise in change management, process management, and continuous improvement to all areas of the organization.
- Identify and lead strategic initiatives and special projects throughout the organization.
- Design and update business processes to ensure effective information sharing, cross-team communication, and support for change.

Build Teams and Teamwork

- Support team growth and development by modernizing our recruitment, onboarding, engagement, and training approach.
- With the Leadership Team, continue to refine Audubon International's organizational structure and management philosophy.
- Facilitate and support a coaching mindset among all supervisors.

- Model effective cross-team integration and connection.

Leverage Executive Leadership

- Leverage the time of the CEO by assuming oversight for all operational responsibilities.
- Share in Leadership Team's support of organizational governance, our Board of Trustees, and Board committees.

Key Responsibilities

- Assessing, developing, and implementing operational, financial, technological, and accounting policies and procedures to safeguard the association's assets and to facilitate timely and accurate reporting practices
- Day-to-day management of the association's financial, HR, IT, and property management systems to ensure that the required support functions are meeting the needs of the organization.
 - Overseeing accounting systems to ensure performance strategies and controls comply with required regulations and standards.
 - Managing the association's banking and investment activities.
 - Developing business plans to demonstrate the sound research and analysis needed to guide the association's strategic plans and initiatives and sustain viability, in consultation with the CEO and designated leadership.
 - Directing the management of Audubon International's real property and other fixed assets including the headquarters building and the leasing/rental of space.
 - Overseeing the contractual and financial aspects of the association's employee benefit programs.
 - Providing staff with guidance, training, onboarding, and benefits administration oversight as well as professional development including conducting performance evaluations as required.

QUALIFICATIONS

Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.

- Bachelor's degree in business, nonprofit management, or related field. Master's degree or CPA is a plus.
- A minimum of five years of executive-level operational experience, including a strong subject matter understanding of IT, Finance, and Human Resources. Experience in a nonprofit organization and/or with a mix of on-site, hybrid, and remote employees is a plus.
- Interest in furthering Audubon International's mission, the health of our organization, and the well-being of our people.
- Exceptional executive presence, business acumen, and presentation skills.
- Passion for internal operations with a strong customer service ethic.
- Solid business acumen, including project and resource management, and strategic/business planning skills.
- Ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization, and problem-solving skills to support and enable sound decision-making.
- Demonstrated experience strengthening an internal infrastructure to support a mission.
- Strong supervisory (both direct and through other managers), coaching, and interpersonal communication skills.
- Track record of developing trust and engagement with direct reports and across an organization.
- Strong organizational skills and attention to detail

- Computer proficiency (i.e., Microsoft Office suite, database management, internet-based research, professional applications of social media)
- Knowledge and/or experience with Audubon International's core program and service offerings is a plus.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work will be primarily performed in an office or home-based office environment. A mix of office-based and remote work is possible, with a regular presence in Troy, NY office to be determined.

SALARY AND BENEFITS

This is a full-time, exempt position with a salary range of \$75,000-90,000 dependent on qualifications. Audubon International's office is located in Troy, NY and offers a hybrid work model.

Audubon International offers a mission-driven work environment that promotes continued employee growth and development. The organization offers its employees a generous compensation package, including competitive salary, fully paid individual health benefits, retirement benefits, professional development opportunities, five weeks annually of combined time off including paid vacation beginning in first year of employment. Diversity is highly valued.

HOW TO APPLY:

Submitted applications will be reviewed upon receipt and must include the following:

- Cover letter summarizing your qualifications for the position, including a description of how prior educational training, experience, and skills prepare you to fulfill the job responsibilities detailed above.
- Resume or Curriculum vitae.
- Contact information (name, job title, phone and email) for three professional references

Application materials should be submitted via e-mail to fred@auduboninternational.org with a subject line of COO Search and your name (i.e., COO Search - John Smith)

Audubon International thanks all applicants for their interest, but only those selected for an interview will be contacted.

Audubon International is an equal opportunity employer committed to practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, genetic information or any other factor that is not related to the position.

About Audubon International

Audubon International, a nonprofit organization, is celebrating its 35th anniversary of creating sustainable environments where people live, work, and play. We work in the area where the natural and built environments meet, engaging with a wide range of interested partners including golf courses, resorts, large and small businesses, not-for-profits, community associations, local governments, and state and federal agencies to manage their properties more sustainably.

We use a combination of award-winning environmental certification and education programs, technical assistance, and recognition to positively impact environmental health at multiple geographic scales, from individual properties to communities and ecoregions.

www.auduboninternational.org

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