

Opportunity Announcement: Chief Operations Officer

November, 2022

Position Title:	Chief Operations Officer
Status:	Exempt/Full-time
Reports To:	President/CEO
First Round Applications Requested by:	December 15, 2023

Organization Overview

The **Pepperwood Foundation** is currently seeking a dynamic individual to serve as our organization's **Chief Operations Officer**. Pepperwood owns and operates a 3,200-acre nature reserve in Sonoma County dedicated to conservation research, education, and action. The mission of Pepperwood is to inspire conservation through science. Pepperwood's Dwight Center for Conservation Science is a 9,400-square foot LEED-certified green building equipped with administrative, educational, and research facilities to support on-site programming. The Center provides an administrative base for approximately 25 staff (including administrators, naturalists, educators, interns, and seasonal field technicians) and serves as a venue for regional conservation gatherings and workshops. Our primary 2020-25 initiatives can be reviewed here: <https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/>. Pepperwood's key values are integrity, innovation, and inclusivity and we are absolutely dedicated to increasing the diversity of people engaged in conservation science and practice via all of our programming.

Job Summary

Pepperwood is seeking a **Chief Operations Officer** to provide leadership on business practices and culture, to support a reorganization of the team structure to accommodate recent growth, and to build out and maintain enterprise systems to ensure smooth internal operations. This position oversees our annual business calendar and represents Pepperwood to external partners and financial, legal, governmental, and insurance institutions. The successful candidate will work under the supervision of the President/CEO in collaboration with our Leadership Team and Board of Directors. Duties include engagement of staff and independent contractors supporting business operations (including accounting, audits, legal support, human resources, strategic planning, team-building and organizational development, and facilities) and provide senior staff support to the Facilities, Finance, Audit, and Development committees.

The **Chief Operations Officer** will support Pepperwood's staff and programs via excellent oversight of policies and procedures driving key business, facilities and finance functions. Responsibilities include oversight of our organization's budget and cash-flow (approximately \$5M in annual operational revenues and expenses), bank balances, and invested reserves. Duties include supervision of accounting, operations, and facility managers. This position will support organizational development as needed to accommodate growth and coordinate across programs to provide leadership on safety, diversity, marketing, and cross-program facilities and volunteer needs. This position also oversees a significant list of vendors key to smooth facilities function in terms of infrastructure and IT and will lead our emergency response planning and implementation in a rural, fire-prone landscape.

Key Responsibilities

Strategic Leadership:

- Collaborate with the CEO and Leadership Team to develop and implement the organization's strategic vision, goals, and objectives.
- Provide leadership and direction to various departments and teams to align their efforts with the organization's strategic plan.

Operational Excellence:

- Oversee the daily operations of the organization, ensuring efficiency, compliance, and quality.
- Develop and implement policies and procedures to enhance operational effectiveness and streamline processes.

Financial Management:

- Manage the organization's budget, financial resources, and fiscal planning.
- Monitor financial performance, analyze data, and make strategic financial decisions to ensure sustainability.

Fundraising and Development:

- Work closely with the development team to support branding and marketing, fundraising efforts, grant applications, and donor relations.
- Seek opportunities for diversifying revenue streams to support conservation initiatives.

Program Management:

- Collaborate with the Program Managers to ensure the successful implementation of conservation research, education, and community action projects, aligning them with the organization's mission and strategic goals.
- Monitor program performance, assess impact, and make data-driven decisions for program improvements.
- Oversee contract management systems and ensure timely compliance with contract invoicing and deliverable requirements.

Team Leadership:

- Lead and mentor a diverse team of professionals, fostering a culture of collaboration, innovation, and continuous improvement.
- Serve as leader on organizational development and oversight of change management processes.
- Promote staff development, performance evaluation, and talent acquisition as needed.

CEO and Board Engagement:

- Work closely with the CEO and Board of Directors to provide updates, guidance, and support for strategic initiatives. Engage with board committees and attend board meetings as required.

Compliance and Risk Management:

- Ensure the organization's compliance with all relevant laws, regulations, and ethical standards.
- Identify and mitigate operational and financial risks to protect the organization's reputation and resources.

Essential Requirements

- A passion for Pepperwood’s mission.
- A highly-organized people-person with deep experience in organizational development, change management, team-building and supervision.
- Strong problem solving, analytical, creative, and strategic thinking skills combined with attention to detail.
- Outstanding verbal and written communication.
- Excellence in project planning and enterprise systems and highly proficient with Microsoft Office Suite, Google Suite, Excel, and QuickBooks.
- Experience stewarding comparable financial resources and contractual relationships.
- Experience stewarding an operations home base featuring extensive land and facilities.
- A dedication to diversity, equity and inclusion and a proven track record working efficiently with diverse team members.
- Knowledge and understanding of nonprofit accounting and GAAP.
- Technology savvy, including ability to learn new systems, and experience leading information technology systems focused on efficient financial processes and program delivery and evaluation.
- Leadership experience with Human Resources best practices and benefits administration.
- Current CA Drivers' License

Non-essential preferences

- Advanced degree in a related field
- Spanish language speaker

Work Environment

Central office with cubicle computer workstation. Temperate climate. Office lighting. Low noise level. Sometimes solitary. Occasional participation in outdoor events and teambuilding.

Physical Requirements

Continuous sitting and fine finger movements and manual dexterity to operation information systems. Some bending, lifting up to 35 lbs, grasping. Requires capacity to navigate two-story building and to assist with occasional room set-up. Visual capacity for server workstation use and document review. Occasional navigation of 3200-acre research station required via vehicles and on foot.

Annual Salary Range: \$125,000 - \$150,000

Salary commensurate with experience; excellent benefits and great work environment.

Contact Information

Qualified candidates should submit a cover letter with a curriculum vitae, three references, and salary objectives to hr@pepperwoodpreserve.org with the subject line “Chief Operations Officer – (Last Name).” We will contact candidates selected for an invitation to interview directly.

Pepperwood is an Equal Opportunity Employer. All qualified applicants will be given equal consideration without regard to race, religion, color, sex, disability, political belief, sexual orientation, gender identity or expression, age, or marital/familial status.