



Chief Operating Officer (COO)

Lookout Mountain Conservancy

November 2021

The mission of the Lookout Mountain Conservancy is to protect Lookout Mountain's scenic, historic and ecological resources through conservation, advocacy, recreation and education, for current and future generations. LMC further expects staff and Board members to promote and strive to achieve an inclusive culture on all levels, while demonstrating respect for differences, cultural sensitivity, and a commitment to diversity.

This position reports to the President/Chief Executive Officer and, as necessary, to the Board of Directors' Executive Committee.

Job Status: Full-time (possibility of part-time @ 32 hours per week) and available immediately.

This position is Exempt, and the salary range is \$54,000-\$78,000 but will be commensurate with experience.

Office Location: Chattanooga, Tennessee

Position Summary:

This leadership position is designed to advance the Lookout Mountain Conservancy's administrative operations, fiscal responsibility, office management and organizational performance, membership development, fundraising, outreach, and marketing. Reporting to the President & Chief Executive Officer (CEO) and the Board of Directors' Executive Committee, the COO will partner with the President & CEO to plan the organization's future growth, respond to changing conditions and needs, and operationalize new programs and initiatives. The position requires predominately in-office work managing the organization's day-to-day operations to accomplish the goals and objectives of the Lookout Mountain Conservancy's Strategic Plan and priorities of the Board.

Job Duties & Responsibilities:

Office Administration, Management

- Ensure LMC activities are conducted following sound policies and procedures that meet all relevant regulatory financial reporting and LTA requirements. In addition, ensure sound operational, fiscal measures are in place to achieve overall financial objectives.

- The COO will work with the President & CEO to track annual budgets and coordinate with the President & CEO, Board, and Finance Committee. The COO will coordinate with the Executive Committee on finance and accounting and oversee all administrative functions, including Human Resources, Information Technology, and office management.
- Provides administrative support in preparation for Board meetings and maintains a current and up-to-date Board portal.
- Oversees bookkeeper and other office staff; ensures the office is well run and welcoming for both staff and visitors.
- Develop the systems necessary to run LMC as a professional land trust with growing staffing needs and responsibilities. Understand the importance of community relevance, organizational values, and acting in both a responsive and strategic manner.
- Directs operational staff and conducts performance reviews to ensure well-trained employees and maintain necessary Human Resource functions and documents.
- Oversee all non-programmatic operations and business practices in collaboration with the senior leadership team, including developing strategies and systems to support the day-to-day quality, efficiency, and responsiveness of the LMC programs and operations.
- Oversee the information technology environment that supports LMC's work.
- Ensure effective strategies to address emergency planning and management.
- Oversee Human Resources and ensure HR processes are in place to evaluate, recruit, reward, mentor, and provide growth opportunities for staff members.
- Oversees mail and financial information processing, adherence and implementation of Land Trust Alliance standards practices, and national accreditation. Ensures proper handling of donations and grants, in coordination with bookkeeper and President & CEO.
- Responsible for the filing of information, documents, office materials, and grants and reports.
- Assists with annual audit, financial/donation processing.

Land Conservation/Protection

- Provides management oversight for the land conservation coordinator.
- Provides administrative support to the Land Acquisition Committee on land acquisition and conservation easements.
- Ensure compliance with the Land Trust Alliance accreditation as appropriate.

Fundraising, Membership Development and Outreach

- Ensures all donations are processed promptly; draft thank you letters; ensure the organization maintains and enhances a Culture of Appreciation.
- Works closely with the President & CEO to increase outreach to area foundations and donors; develop a fundraising/membership and outreach plan in partnership with the President & CEO and board committee(s) as appropriate.
- Assist with developing a major donor and foundation cultivation plan.

Qualifications/Personal Character

- Demonstrated skills, knowledge, and experience in non-profit management, and environmental conservation is preferred.
- Outstanding organizational skills, with the ability to effectively implement and complete projects on a timely basis and manage multiple priorities. A self-starter who is intellectually curious and possesses a strong work ethic and the ability to navigate a complex environment adeptly.
- Exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect with staff both on an individual level and in large groups; capacity to enforce accountability and learn the strengths and weaknesses of the team to put people in a position to succeed.
- Ability to understand the finances, management, reporting, and risks associated with real estate transactions. Willing to invest the time needed to realize land trust business models and its interplay between capital and operating budgets.

Skills

- Proficient in Windows XP Pro, Microsoft Office. Has familiarity with WordPress for website management, QuickBooks, Little Green Light and e-News platforms such as MailChimp; and
- Demonstrates a willingness to learn and must be able to prioritize tasks, work well under pressure, manage and maintain a high level of confidentiality, and positive attitude.

Minimum Qualifications

- Must possess a bachelor's degree though a master's degree is preferred.
- Maintains a Tennessee or Georgia valid driver's license with proof of insurance.
- Have reliable transportation.

Work Condition Requirements

- Work remotely as well as in a small office and focus with other staff or people in close proximity.
- Sit at a computer for long periods, climb stairs and carry up to 30 pounds.
- Travel periodically.

How to Apply

We are actively seeking to recruit diverse candidates for this position that enable LMC to reflect the diversity of LMC's focus areas of Tennessee, Georgia, and Alabama. We are seeking candidates that demonstrate the diversity of perspective, experience, and culture.

Applications should be submitted via email as a single pdf to Robyn@lookoutmountainconservancy.org with the subject line "Chief Operating Officer Application." In addition, the following documents should be included: 1) letter of interest 2) maximum two-page resume 3) three samples of your work, such as, a grant, budget, letter and 4) three professional references.

References will not be contacted without notifying you first. All applicants shall receive a confirmation.

Applications will be received until **December 29, 2021**.

Lookout Mountain Conservancy is an equal opportunity employer.