

Chief Operating Officer

Children's Environmental Literacy Foundation (CELF)

Send resumes and inquiries to:

Ms. Pallavi Mehta, Finance & Office Operations Manager

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Position

CELF has established itself as a leader in the field of Education for Sustainability with proven professional development and consulting programs for K-12 schools. The organization recently gained investment from a new partner to launch operations in a new market. The board and executive director (ED) are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading both HQ and satellite staff, and developing a performance culture among a group of diverse, talented individuals. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives CELF's program design and implementation.

Reporting to and working side-by-side with the executive director (ED), the COO will have overall strategic and operational responsibility for all CELF programs and will manage a group of program directors. The COO will provide leadership to CELF's strategic planning process and will implement new programmatic strategic initiatives. In addition, the COO will serve as liaison to CELF's partners; and work with CELF's Board of Directors to keep them abreast of programmatic strategies and challenges.

Responsibilities

Operational Leadership:

- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all CELF programs.
- Identify opportunities for CELF to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Oversee daily operations including Educator teams in Westchester, NY and in Houston, TX; HR; Finance; Marketing; Technology and general office management.
- In collaboration with the Executive Director and Educator teams – develop business proposals and negotiate contracts with prospective clients.
- Serve as the internal leader of the organization:
 - Coordinate the annual operations plan and budget
 - Lead the performance management process that measures and evaluates progress against goals for the organization
 - Provide for all staff a strong day-to-day leadership presence; bridge national and regional operations and support an open-door policy among all staff

- Human Resources: develop and implement training programs and retreats to expand the capacity of all staff. Oversee compensation and benefits, employee relations, performance evaluation and recruiting.
- Work with Finance & Office Manager to prepare and submit an annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of CELF's programs and services through sound fiscal management.

External Relationship Development:

- Manage current and cultivate new relationships with school and district clients to secure and expand recurring revenue streams.
- Partner with ED to represent CELF with external constituency groups, including community, governmental, and private organizations to build excitement for CELF's mission.

Strategic Plan Implementation:

- Provide programmatic leadership and input for all strategic plan implementation processes with the ED and staff. Coach program directors as they implement the strategic plan and transition program operations.
- Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.

Qualifications

As a prerequisite, the successful candidate must believe in the core values of CELF and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead educational change. Beyond that, we are seeking a candidate that has proven experience in scaling a multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

This is an extraordinary opportunity for an individual with extensive program management experience to grow and further develop a proven program that has already made significant impact. The successful candidate will partner with the ED and work collaboratively with a high-performance management team.

Specific requirements include:

- Minimum BS/BA degree with at least 10 years of experience and a track record in senior program management and/or education administration.
- Experience negotiating contracts.
- Deep experience in program budgeting and fiscal management.
- Track record of effectively leading a direct service organization with a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills.
- LMS development and management experience

- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Ability to point to specific examples of having led organizational transformation projects and program development.
- Past experience managing human resources function including personnel, compensation, and recruiting.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.

Hours: Full-time, with some flexible hours

Location: CELF Office – 200 Summit Lake Drive – Suite 130, Valhalla, NY

Travel: Approximately 2-4 multi-day trips to Houston required per year

PROFESSIONAL LEVEL: Managerial (salaried, exempt)

AN EQUAL OPPORTUNITY EMPLOYER