

Job Posting



Title: Chief Administrative Officer
Position Class: Leadership
FLSA Status: Full Time/Exempt/Salary
Reports to: Executive Director
Direct Reports: Accounting Manager, Grant Accountant, Senior Program Manager, Development Manager, PEO
Location: Brighton or Fort Collins, CO
Purpose: Leads the accounting, HR, development, program manager, risk management and facilities operations of the organization, setting their priorities so that they line up with the overall mission and goals of the organization. Member of the BCR Executive Leadership team

About the Organization:

Bird Conservancy of the Rockies (BCR) is a 501-c(3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region. BCR conserves birds and their habitats through an integrated approach of Science, Education and Land Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond. We are seeking a CAO who is a strong leader and excited to be part of a dynamic team that is passionate about conservation.

- Provide coaching, mentoring and leadership to accounting, program manager and development staff
- Oversee daily operations of the organization with emphasis on clear and accurate communication to teams regarding internal processes, procedures and standards.
- Oversee the professional employer organization (PEO) relationship
- Provide executive leadership and support in collaboration with the ED and CCS
- Be a passionate and tireless representative and advocate for Bird Conservancy of the Rockies

Other Duties:

- Oversee annual audit, budgeting, planning and financial reporting process
- Staff liaison to Finance Committee, attend Board meetings
- Manage the organization's facilities and grounds
- Financial and risk assessment lead
- Other duties as assigned

Knowledge, Skills and Experience required (unless otherwise noted):

- BS degree in accounting, business or related discipline and/or commensurate experience
- CPA preferred
- 10+ years of progressive management experience in an organization with over \$5 million in revenue
- Knowledge of non-profit standard business practices
- Experience managing government grants preferred
- Proficient in Microsoft Office
- Technologically savvy, experience with NetSuite or similar business management software
- Experience in leading or overseeing human resources for an organization
- Strong communication skills both written and verbal along with excellent interpersonal skills
- Board relationship experience
- Highly organized with the ability to manage multiple deadlines
- Flexibility to work occasional evenings, weekends, overnights along the Front Range
- Willingness to "roll up your sleeves" and be hands on

To Apply:

Please submit your cover letter, resume and contacts for three references to applicants@birdconservancy.org with "CAO" in the subject line. Applications will be accepted until position is filled with preference for those submitted before January 3, 2020.