JOB ANNOUNCEMENT

JOB TITLE: CHIEF OPERATING OFFICER

JOB SUMMARY
Casey Trees, established in 2002 to restore, enhance and protect the tree canopy of Washington, DC, seeks a Chief Operating Officer (COO) to manage the organization’s day-to-day operations. The ideal candidate is dedicated to Casey Trees’ mission, an excellent communicator, experienced, personable, able to deal with daily challenges, highly motivated, enjoys working with a diverse staff and external partners.

PRIMARY RESPONSIBILITIES
- Manages the day to day operations of Casey Trees’ and its 30+ employees.
- Leads the annual departmental strategic planning or “blueprint” process.
- Provides a strong and motivating leadership presence to all facets of the organization.
- Oversees budget formulation and expenditures.
- Guides a highly motivated team and ensures completion of annual work plans and targets.
- Oversees, manages and ensures timely delivery of programs and projects.
- Links Casey Tree Farm activities to those of Casey Trees.
- Ensures coordination between departments, admin staff, and external partners.
- Ensures departmental operations are carried out in an efficient and effective manner.
- Inspires staffers to do their best and seek out new responsibilities and opportunities.
- Connects people to trees, through trees and to Casey Trees.

QUALIFICATIONS:
- Undergraduate degree required. MBA or similar advanced degree desired.
- Practical experience in human resources, planning, budgeting, and business analysis/systems.
- Knowledge of urban forestry, urban planning, low impact development or similar urban environmental professions. A degree or similar credential in one of these professions a plus.
- Demonstrated success working with internal and external partners with the demonstrated ability to successfully deal with conflicts as they arise.
- Excellent communication, organizational and interpersonal skills. Ability to foresee and proactively address personnel challenges in an appropriate manner.
- Demonstrated success managing and dealing with reports, peers and superiors.
- Proficiency with standard computer systems such as Outlook, Word, Excel, Powerpoint. Knowledge of Salesforce CRM system a plus. Ability to learn other systems as required.
- Demonstrated knowledge/experience working within the non-profit business environment.

POSITION DURATION AND COMPENSATION
The COO is a full time position in Washington, DC starting October 5, 2015. Compensation commensurate with experience, including a comprehensive benefits package, paid holidays, sick and other leave.

TO APPLY
Please email: (1) letter of interest; (2) resume; (3) contact information; (4) salary requirements, and; (5) three references to: Kyle Phillips, Office Manager by September 15, 2015. Email: kphillips@caseytrees.org. Please write: CASEY TREES COO in the email subject line. No telephone or email inquires please.

Casey Trees is an Equal Opportunity Employer