



King Conservation District is seeking a qualified candidate to perform as a

Chief Administrative Officer

Summary

The Chief Administrative Officer (CAO) manages daily administrative operations and provides input for business and strategic planning. This position is a critical factor in King Conservation District's overall performance by setting goals for departments and individual managers. The CAO adds strategic vision to daily activities while collaborating with colleagues to implement policies and develop improvements. You will be a part of the top executive team reporting directly to the Executive Director and your work will be a critical factor in our overall performance. The employee occupying this position will work closely with the Board of Supervisors, all Program Directors and staff of the organization to support them in the delivery of our mission.

The ideal candidate will have strong working knowledge and experience in supporting business and operation functions of a mid-sized organization. A keen understanding of, budgets, finance, grants management, and crafting and administration of organizational policies are absolute requirements. A previous track record of successfully working with a conservation district board of directors and other elected and/or appointed officials is preferred and cultivating a team of professionals to excel in program delivery.

If you know how to keep things in order and add a strategic vision to everyday activities, we want to meet you. If you're also highly efficient and a natural leader, then you're our ideal candidate.

The goal is to ensure the smooth running of business according to established policies and vision.

Job Responsibilities/Duties:

- Provide input in business and strategic planning to KCD by managing and supervising the day-to-day operations of various departments, such as finance, payroll, HR, and operations.
- Oversees, coordinates and monitors the administrative, facilities, equipment, information technology and operational functions and daily activities of KCD.
- Work with Executive team to devise strategies and policies to set and meet district goals for departments and individual managers.
- Collaborate with colleagues to strategize, develop and implement policies to align with improvements
- Organize and coordinate inter- and intradepartmental operations
- Manage all fiscal operations of KCD, including but not limited to, BARS accounting, payroll, banking and accounts payable and receivable, investment strategies, invoicing and personnel monetary reimbursements.
- Prepare the monthly program budget reports and Board Treasurer's Report; budget forecasting and analyses; provides and presents relevant financial data through reports, spreadsheets, and/or graphics as requested by the Board and Executive Director.

- Coach and support staff on budget management, administration of grant, loan, and rate funds.
- Maintain all requisite documentation for third party grant and loan projects. Support- and prompt the preparation of monthly and quarterly staff progress reports and vouchers to appropriate funding entities for grants and loans.
- Support the preparation of Plans of Work and Reports of Accomplishment for submission to Washington Conservation Commission and other partners of KCD.
- Serve as the Chief Public Records officer for KCD.
- Oversee and manage the Board of Supervisors' Election and Appointment system consistent with RCW 89.08.
- In partnership with the Director of Stewardship Programs, serve as the Acting Executive Director in the absence of the Executive Director.

Requirements and Skills

- BSc/BA in business administration or relevant field
- 5 years' experience in a similar role at the Director level or higher
- Effective business administration, operations, finance and human resource management, supervisory and organizational skills including the ability to support and guide staff development, manage grants, contract proposals, and budgets.
- Proven hands on leadership and team building skills in both internal and external arenas
- Knowledge of fiscal planning, budgeting and reporting, BARS reporting
- Demonstrated ability to assist in the development, implementation and administration of programs and projects from conception through completion.
- Knowledge of relevant laws and regulations (e.g. SEC)
- Outstanding communication and interpersonal skills
- Excellent organizational and leaderships skills

Desirable Qualifications

- MSc/MA is a definite plus
- Union experience is a plus
- Conservation district experience
- Natural resources experience is a plus

Physical Requirements and Working Conditions

Primarily an office environment with occasional travel to a variety of locations to conduct work and may be exposed to typical hazards encountered at such work sites. This is a full-time position consisting of 40 hours/week. Position will require some work on weekends or after regularly scheduled work hours.

Full Time Position Annual Salary

\$125,000 -\$140,000 based on experience

Benefits

KCD offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

Work Schedule

Full-time (exempt). Schedule includes monthly Monday evening events and occasional weekday evening and weekend events.

King Conservation District is an Equal Employment Opportunity (EEO) Employer

All qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply

If you are interested in pursuing this position, please send the following materials to hr@kingcd.org.

1. A Resume
2. A Cover Letter, describing as specially as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

About Us

King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities.

KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD.

KCD's service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skykomish.

Website: kingcd.org