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Senior Vice President of Operations

Posted Date: 6/22/23

Position Closing Date: Applications will be accepted on a rolling basis. Best consideration will be given to applications received by midnight on July 14.

Location: Colorado Springs, CO

Job Type: Full-time, exempt position

Salary Hiring Range: \$90,000-\$115,000

Organization Overview

Palmer Land Conservancy (Palmer) is one of the leading nonprofit land conservation organizations in Colorado. Its mission is to protect land and water for the wellbeing of nature and people. The organization is projected to grow 40% over the next 3 years to achieve priority land and water conservation. Guided by the bold and ambitious goals of its new strategic plan, [Land for Life](#), Palmer is relentlessly focused on the urgency of conservation and the need for immediate action. Since its founding in 1977, the organization has protected 138,000 acres including 20 public parks and open spaces, working farms and ranches, wildlife habitat, and scenic views. Palmer is one of the twenty largest land trusts in the country based upon conserved acreage holdings (there are approximately 1,700 land trusts in the United States), and it is one of the country's first 100 nationally accredited land trusts. Its main office is in downtown Colorado Springs and has staff located throughout its service area. More info at palmerland.org.

The Opportunity

The Senior Vice President of Operations (SVPO) plays a vital leadership role within Palmer, overseeing and optimizing day-to-day operations to ensure effective execution of the mission and strategic objectives. As SVPO, you will collaborate closely with and be a member of the leadership team, providing strategic guidance, operational expertise, and driving organizational excellence. You will be responsible for managing various operational areas, fostering cross-functional collaboration, and implementing efficient processes and systems. The SVPO is focused on implementing a defined strategy and vision, building the Palmer culture, and managing internal operations and risk. The SVPO will take Palmer's priorities and direction and translate them into day-to-day implementation, monitor and assess ongoing strategies, conduct midcourse corrections, and work systematically to meet Palmer's goals by addressing key staffing, process, and infrastructure issues.

The ideal candidate will possess a deep understanding of nonprofit operations, a passion for land and water conservation, and exceptional leadership skills. The SVPO reports to the President and Chief Executive Officer and has an advancement opportunity to become the Chief Operating Officer.

Core Duties and Responsibilities

To perform this position successfully, you must be able to perform each core duty and other related duties to a level of professional excellence. In addition to the requirements listed below, a strong presence in the workplace is an essential function of this position.

Operational Leadership

- Provide direction and oversee the organization's day-to-day operations, ensuring alignment with the mission, vision, and strategic goals.
- Oversee the implementation of the strategic plan including creating key performance indicators and annual workplans. Guides and supports staff in achieving goals with a focus on outcomes.
- Foster collaboration and effective communication among departments, ensuring a cohesive and coordinated approach to achieving organizational objectives.
- Work with the CEO and leadership team in the planning and formulation of long-range goals of the organization, maintaining and iterating the strategic plan as a living document.
- Assist in financial management by monitoring budgets, financial reports, and expenditures. Collaborate with the finance department to ensure fiscal responsibility and compliance with relevant regulations.
- Lead and manage special projects and initiatives on behalf of the executive team. Develop project plans, set timelines, allocate resources, and monitor progress to ensure successful completion of projects.
- Serve a variety of roles and responsibilities when critical positions are vacant.
- Prepare and present regular reports to the executive team and board of directors, providing updates on operational performance, key metrics, and areas of focus.

People & Culture

- Oversee all aspects of human resources management and function, ensuring Palmer offers an inclusive and equitable work environment in which team members can show up as their authentic selves and actively participate in the continued evolution of Palmer.
- Serve as chief of staff, manage staff meetings and retreats, and work behind the scenes to solve problems, mediate disputes, and generally deal with internal issues.
- Serve as the chief champion of staff culture, bridge staff and leadership operations, maintain a cohesive team spirit, and ensure Palmer values are present day-to-day.
- Ensure effective recruiting, onboarding, professional development, performance management, promotions, and retention that center on transparency, equity, and accountability.
- Design employee professional development pathways and frameworks for promotions.
- Support the board of directors by coordinating board meetings, preparing materials, and facilitating board communications. Assist in board development, orientation, and recruitment efforts.

Operations & Risk Management

- Identify opportunities for streamlining operations, implementing efficient processes, and enhancing organizational effectiveness and efficiency.

- Identify and mitigate operational risks, ensuring compliance with internal policies and controls, legal and regulatory requirements, and industry accreditation requirements. Stay updated on relevant laws, regulations, and industry trends impacting the industry and sector.
- Oversee the allocation and utilization of resources, including technology, budgets, and personnel, to maximize impact and ensure fiscal responsibility.

Benefits

Palmer Land Conservancy offers full-time employees competitive benefits including robust employer-sponsored health care package which includes medical, dental, and vision benefits; retirement plan with company contribution; employer-paid short-term and long-term disability; generous paid parental leave; paid sabbatical leave; and an innovative open paid time off policy for senior staff.

Palmer's employees are hardworking high performers and in exchange they are supported in pursuing work-life flexibility with policies such as open paid time off, sabbatical leave, and remote work.

Company Culture

Palmer was named one of the 2022 Best Workplaces by the Colorado Springs Gazette. Palmer leadership values a culture of generosity, trust, and dedication to conservation. The work environment is goal-based, and work plans and performance are focused on identifying and achieving attainable, but ambitious objectives on a quarterly timeline. This is not a micro-managing environment, and instead, employees are trusted to get their work done with a high level of personal responsibility.

Palmer is committed to and strives to be an inclusive, accountable, and equitable place to work. We encourage candidates with diverse backgrounds and multicultural skillsets and experiences to apply.

Minimum Qualifications

- Bachelor's degree in a relevant field (e.g., Business Administration, Nonprofit Management, Public Administration). A master's degree is preferred.
- Proven experience in a senior leadership role within the nonprofit sector, with a track record of successfully managing complex operations and driving organizational growth.
- Strong understanding of nonprofit operations, including program management, finance, human resources, and fundraising.
- Exceptional leadership and management skills, with the ability to inspire, motivate, and empower teams towards achieving shared goals.
- Strategic thinker with the ability to translate vision into actionable plans and drive execution.
- Excellent problem-solving skills and the ability to make informed decisions in a fast-paced environment.
- Strong communication and interpersonal skills, with the ability to effectively engage and collaborate with diverse stakeholders.
- Demonstrated commitment to land and water conservation and the values of the nonprofit sector.

Other Requirements

- Valid driver's license
- Physical demands may involve:
 - Lifting materials and equipment up to 25 pounds.

How to Apply

Applications will be accepted on a rolling basis. Best consideration will be given to applications received by midnight on July 14.

To apply, please submit: 1) cover letter, 2) resume, and 3) answers to the questions below (all as a single pdf) by email to: jobs@palmerland.org with the subject line: SVP of Operations

1. Why are you interested in working for Palmer Land Conservancy?
2. Why does conserving land, water, and agriculture in southern Colorado matter to you?
3. Please describe your experience relevant to the position's core responsibilities.