**Job Description: Director of Finance and Operations**

**ORGANIZATION**Great Outdoors Colorado (GOCO) uses a portion of state lottery proceeds to protect and enhance Colorado’s trails, parks, wildlife, open space, river corridors, playgrounds, and youth corps in all 64 counties. It awards competitive grants to local governments, land trusts, and Colorado Parks and Wildlife (CPW), and makes investments directly through CPW. Created by voters in 1992, GOCO is governed by a 17-member board that is appointed by the governor and uses no tax dollars. Its current staff is 18 people.

GOCO's current work is guided by a 2015-2020 [strategic plan](http://www.goco.org/about-us/strategic-plan) with three primary goals:

* PROTECT more land and wildlife habitat, notably large-scale landscapes
* CONNECT people to the outdoors and connect trails, parks, and open spaces
* INSPIRE more Coloradans, children in particular, to get outside and take care of our great outdoors

For more information, please visit [www.GOCO.org](http://www.GOCO.org). **POSITION SUMMARY**

The Director of Finance and Operations is responsible for ensuring all aspects of the organization align and comply with our policies and procedures. This position will also, in conjunction with our accounting team, develop, review and ensure compliance with our annual operating budget (approximately $4.5 million) as well as our five-year spending plan (approximately $370 million) to ensure GOCO achieves its organizational and programmatic goals.

The position provides leadership and support on a day-to-day basis, actively engaging with all programs and business functions. This position will serve on GOCO leadership team and be a key thought partner to help create and execute solutions to key challenges. The Director of Finance and Operations is expected to develop a broad and deep knowledge of the organization in order to actively partner with and serve the GOCO Board, the executive director, peers on the leadership team, and all staff to achieve financial, operational, and programmatic outcomes and efficiencies.

This is a mission-driven position and requires the ability to think broadly and strategically while remaining detail oriented and organized with respect to structures and processes necessary for GOCO to succeed. This position must have the ability to work with diverse teams and a diverse range of people, and also support GOCO’s commitment to diversity, equity and inclusion. Periodic travel within Colorado (less than 25%) is required for this position.

**PRIMARY RESPONSIBILITIES**

**Strategy and Planning**

* Operationalize, implement and manage long-term strategic plan(s), annual work plans and project-specific plans in conjunction with the board, executive director, and staff.
* Engage with staff to address challenges and issues regarding implementation and ongoing management of all plans.
* Communicate and provide accountability for organizational priorities.
* Monitor and advise staff on all policies and procedures.
* Identify opportunities for future strategic initiatives to enhance the effectiveness of the organization’s programs and operations, with emphasis on support of the board and program staff in pursuit of programmatic priorities.
* Clearly and succinctly present strategic developments and policy changes to the GOCO Board on a regular basis.

**Financial Management**

* Engage with a highly effective finance and accounting team.
* Maintain a dynamic and comprehensive understanding of GOCO’s cash flow and key metrics regarding overall financial health; its multi-year and single-year grant making budgets; and its annual operating budgets.
* Ensure our operational and programmatic goals align with our financial models and organizational policies.
* With the sponsorship of the Finance Committee and the executive director, lead assessment of long-term financial planning, including potential changes to trust fund and/or operational fund management; review and revise underlying financial approach and policies; and identify innovative opportunities to apply GOCO financial resources to programmatic challenges and opportunities.
* As part of the finance team, support and oversee external audits of GOCO.
* Working with program staff and outside counsel, if necessary, review all contracts with financial implications to ensure GOCO’s risk is minimized and financial obligations are protected.

**Human Resource Management**

* Working with executive director, develop and ensure compliance with GOCO personnel policies and systems, including engagement of consultants and legal counsel as necessary.
* Working with executive director, develop and manage compensation strategy.
* Advise leadership on employee benefits, including regular review of service providers and contracts to ensure compliance with all federal and state regulations, and provision of a benefits package that will help retain staff talent.
* Provide leadership, support, and insight into organizational changes (e.g., staffing, roles and responsibilities).
* Assure that GOCO maintains necessary resources to prioritize individual professional development opportunities that improve employee skills, motivate performance and encourage team effectiveness.

**Operational Management**

* Develop a highly efficient and effective operations team
* Contribute to an efficient, fiscally prudent, pleasant work environment, including from time to time, assessment and selection of office space and provision of all necessary services and capital improvements.
* Ensure knowledge transfer and integrity of all programs and business functions by managing records and record requests.
* Oversee a comprehensive approach to the provision of data and information technology, ensuring that GOCO maintains appropriate hardware, software, and work flows necessary to carry out its work, including selection and management of independent IT consultants and service providers.

**QUALIFICATIONS**

* Minimum BS/BA degree with 10 years of experience and a track record in financial, people, and program management.
* Demonstrable experience in organizational leadership and management, with the ability to develop, implement, and assess programmatic and operational strategies/outcomes.
* Experience in program budgeting and fiscal management.
* Track record of effectively managing high-performance teams across an array of functional areas.
* Excellent project management skills.
* Experience managing human resource functions including personnel, compensation, and recruiting.

**SKILLS**

* Strong analytical skills, with the ability to prioritize and communicate key objectives and tactics necessary to achieve organizational goals.
* Comfortable making frequent decisions in a changing environment while anticipating future needs.
* Flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical initiatives.
* Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
* Exceptional written, oral, interpersonal, and presentation skills.
* Integrity, servant leadership, positive attitude, and a mission-driven and self-directed approach.

**GOCO VALUES**

* **Strategic:** Fit your work within GOCO’s overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization’s evolving direction.
* **Respectful:** Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
* **Accountable:** Take responsibility for your individual and team work to advance GOCO’s vision and priorities.
* **Organizational Citizens:** Create and participate in a culture that fosters growth, engagement, support, and success.

**SALARY & BENEFITS**

* + - This is a full-time, exempt position.
    - Salary is negotiable and dependent upon qualifications.
    - The position will be eligible for a full and competitive benefits package.

**TO APPLY**  
  
Interested candidates should submit a resume, salary requirements and letter of interest to [resumes@goco.org](mailto:resumes@goco.org), including “Director of Finance and Operations” in the subject line. No phone calls please. All resumes must be received no later than 4:00 p.m., Tuesday, August 20, 2019, to be considered.

We strive to diversify our workforce and seek applicants from all backgrounds. GOCO is an equal opportunity/affirmative action employer.