



Job Description

POSITION TITLE: Chief Operations Officer
REPORTS TO: Chief Executive Officer
STATUS: Full-time, Exempt, Regular
POSITIONS SUPERVISED: Development Team; Administrative Assistant
SALARY GRADE: On file

PURPOSE: The Chief Operations Officer (COO) for Camp Fire Green Country (CFGC) serves as a member of the Leadership Team and is second-in command to the CEO. The COO is primarily responsible for the resource development strategy of the organization and human resource management. The COO creates and implements strategies for cultivating, stewarding, and securing resources for CFGC. The COO is responsible for supporting all fundraising, marketing, and grant programs; tracking donor information and managing donor database; maintaining Camp Fire brand and messaging; and directly supervises a team of development professionals, who focus on marketing/communication and grant writing as well as an administrative assistant. In addition, the COO oversees all aspects of CFGC's human resource policies and practices, including hiring, onboarding, training, and evaluation. Represents CFGC to internal and external stakeholders including the Board of Directors, community partners, and funders.

ESSENTIAL FUNCTIONS:

- Partners with CEO, Leadership and Management Team members to continuously improve CFGC to reach our mission and vision
- Builds a strategic plan for resources development for CFGC and leads the successful achievement of goals through an annual plan for fundraising through grants, donations, and events
- Sets direction for recruitment, retention and succession strategies; organizational development and training initiatives; performance management; employee relations; and the management of HR systems and analytics
- Fosters and supports a culture that holds diversity, equity, inclusion, and belonging as core values
- Leads and supervises the development and preparation of grant proposals, reports to funders, researches new prospects for grant funding, and manages grant calendar and deadlines
- Designs and implements strategies for annual fundraising campaign efforts; prepares and sends annual appeal letters, oversees donor acknowledgements and receipts, and drafts notes, letters, and emails for donor cultivation and stewardship
- Manages portfolio of individual and corporate donors for cultivation, solicitation, and stewardship of gifts
- Manages and utilizes CFGC donor database and/or tracking system to ensure complete records for all donors and potential donors and creates donor and fundraising reports
- Manages all logistics and details for fundraising and point-of-entry events including but not limited to design, print, vendors, guest logistics and communication, media, and event budgets
- Creates and executes donor stewardship plans
- Utilizes CFGC HR management software to track and execute HR functions
- Serves as a spokesperson for CFGC in public speaking and networking opportunities (United Way presentations, special events, board presentations, community and partner participation events, etc.)
- Actively participates on fundraising and/or marketing committees via Board of Directors, Camp Fire National Office, or community partners, as requested.
- Ensures that CFGC policies, practices, and programs comply with all applicable federal, state, and local employment laws, including, but not limited to, equal employment opportunity and nondiscrimination
- Performs other tasks as assigned

DESIRED QUALIFICATIONS:

- Master's degree in relevant discipline with a record of continuing professional development
- Senior management experience within dynamic non-profit/philanthropic organization or equivalent
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of diverse stakeholders. Proven ability to conceptualize and describe funding needs in a way that is compelling to potential donors.
- Experience working effectively with Board members and other high-level volunteers/supporters, particularly engaging them in the fundraising process
- Expertise in organizational group dynamics with positive experience in recruiting, managing, supervising, and working with employees and volunteers
- Knowledge of planning, finance, budgeting, marketing, and information systems
- Knowledge of youth development, program delivery, and nonprofit organization operations
- Solid foundation with evaluation and outcome measurement concepts
- Knowledge of local youth development systems, community services, nonprofit operations, and general culture of northeastern Oklahoma
- Knowledge of or familiarity with AmeriCorps service grants
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; resilient; dependable and punctual; uses personal initiative and acts pro-actively in the best interest of the organization
- Computer proficiency including Microsoft Office Suite, Adobe, graphic design, website design/maintenance, email and social media platforms
- Able to drive 15 passenger van
- Bilingual (Spanish/English) a plus

REQUIREMENTS:

- Committed to working as part of a diverse and inclusive team
- Minimum of at least seven years relevant work experience
- Proven track record of successful strategy and execution of fundraising and donor cultivation
- Previous independent responsibility for HR operations
- Management experience required
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in various organizational aspects
- Demonstrated competence in organization; meeting timelines and deadlines including balancing multiple priorities and interests; and attention to detail
- Possess constructive conflict resolution skills and have a willingness to engage in difficult conversations with a goal of maintaining and improving relationships
- Able to work independently and as part of a team
- Attendance at monthly board and committee meetings and events and 1-3 CFGC events per month on weekends or evenings
- Exhibited ability to communicate effectively in writing and speaking; high degree of comfort with public speaking
- Ability to work in excess of 40 hours per week on occasion, some evenings and weekends; available for occasional overnight travel, by car and air transportation
- Daily access to reliable transportation to attend meetings and programs off site
- Ability to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas
- Able to meet CFGC employment requirements including acceptable outcomes on background and reference checks, personal auto insurance verification and acceptance by CFGC auto insurance carrier