

JOB ANNOUNCEMENT: Chief Operating Officer
PLANNING AND CONSERVATION LEAGUE and
PLANNING AND CONSERVATION LEAGUE FOUNDATION
Position located in Sacramento, CA

BACKGROUND

PCL is a “league” of environmental organizations from around the state, which lobbies in the State Capitol on behalf of the California environment. PCLF is PCL’s sister organization. The mission of PCLF is to protect the California environment by engaging in cutting-edge public environmental policy research and engaging local communities in the decision-making process. The research of the Foundation is made available to PCL and others, to serve as a catalyst for public policy changes that solve critical environmental problems. PCLF is a 501(c)(3) non-profit organization, and PCL is a 501(c)(4) nonprofit organization.

THE CHIEF OPERATING OFFICER POSITION

The **Chief Operating Officer** will report to the Executive Director and be responsible for all administrative, personnel and organizational matters affecting the work of the Planning and Conservation League (PCL) and the Planning and Conservation League Foundation (PCLF), and will oversee management of both organizations at the operating level.

The **Chief Operating Officer** will be responsible for Human Relations for all staff. Staff responsible for administration, finances, information technology, and outreach activities will report directly to the COO.

The **Chief Operating Officer** will assist the Executive Director in developing strategies and programs to achieve the policy and organizational goals of the organizations.

The **Chief Operating Officer** is responsible for, working with the Executive Director, preparing an annual budget for review and adoption by the PCL Board of Directors and the PCLF Board of Trustees, assisting the Executive Director in preparing an annual work program, and overseeing implementation of the work program in compliance with the adopted budget and policies.

The **Chief Operating Officer** will play a leading role in membership outreach and membership building, and will assist the Executive Director in other fundraising and communication activities undertaken on behalf of PCL and PCLF, including grant writing, major donor, direct mail, individual membership funding efforts, and public and private presentations.

The **Chief Operating Officer** will assist the Executive Director in communication with the PCL Board of Directors and the PCLF Board of Trustees and will be available to participate in meetings of each Board and executive committee as required.

EDUCATION:

- A college degree or equivalent experience is required.

SKILLS AND EXPERIENCE:

- Experience in personnel management, financial management, standard accounting principles and budgeting, and development and implementation of office systems and procedures.
- Experience in information, communications, organizing and other outreach technologies.
- Experience in managing remote staff, volunteers and office systems.
- Significant management experience in a for-profit or nonprofit organization is required.

ABILITY TO:

- Communicate effectively with on and offsite team members, elected officials and their staffs.
- Supervise and motivate staff members and volunteers to achieve project and organizational objectives.
- Work as part of a team on complex projects and programs.
- Work independently, without daily supervision.
- Handle numerous tasks concurrently and adapt to a constantly changing environment.
- Effectively and diplomatically handle differing view points.
- Work with proficiency in Word and Excel.
- Organize and maintain a variety of files and documents.
- An ability to read, write, and speak Spanish is desired.

SALARY & BENEFITS:

- Compensation will be negotiated based on qualifications and experience. Salary range is in the mid-60's.
- Medical, vision and dental insurance is included as a part of this position.

CLOSING DATE:

- Applications will be accepted until the position is filled.

APPLICATIONS:

- Qualified candidates should:
 - Organize an application package that includes: (1) a cover letter; (2) resume; (3) brief writing sample; and (4) contact information for three professional references.
 - Submit the completed application package to:

PCL/PCLF - **Chief Operating Officer** Position
Attn: Gary A. Patton
1107 Ninth Street, Suite 360
Sacramento, CA 95814
Email: gapatton@pcl.org
Telephone: 916-313-4520

For more information about each organization, visit us on the web:

- Planning and Conservation League Foundation - www.pclfoundation.org
- Planning and Conservation League - www.pcl.org