

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264

Position Announcement **Vice President of Administration**

June 15, 2021

Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do.

www.conservancyforcvnp.org

The Conservancy is looking for a skilled professional who wants to make a meaningful impact in the community. The newly created role of Vice President of Administration will give you the opportunity to be a critical member of the Leadership team by utilizing your years of accumulated skills in HR, Administration, Operations and Finance. In this role you will lead each of these functions by managing and collaborating with a very competent and passionate team and align the efforts of the staff to support the mission of the Conservancy, and drive efficiency and best practices across the organization.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

Position Description, Essential Duties (other duties as assigned):

Play an important role in supporting strategy development and helping enable its execution operationally and financially.

Directly manage the HR function by ensuring the development and execution of successful human resources strategies, policies, and talent management and practices that support the Conservancy's mission and vision and that ensures commitment to internal equity, inclusion, and diversity.

Provide oversight management and direction to the Administrative Services Director with the goal of ensuring seamless support services for all Conservancy departments.

Provide oversight of the Conservancy's financial management strategy, overseeing the work of the Finance Director and finance staff to maintain a strong internal controls environment and financial reporting processes.

Develop, recommend, implement, and evaluate operational policies and procedures for all areas of responsibility.

Oversee the establishment, maintenance, and monitoring of internal controls, as well as policies and procedures for all operations of responsibility.

Develops standards to measure and evaluate the Conservancy's financial and operational performance and report results to CEO and Chief Strategy Officer.

Minimum Qualifications:

- 7+ years' experience in management or strategic operations leadership roles.
- 5 or more years' experience managing human resources and office operations, with at least 3 years finance experience.
- Must have proven experience in navigating and understanding complex data and using that data/analysis to provide predictive scenarios to drive action and decision making.
- Post-Secondary education or relevant experience required.
- Must have experience leading departments or organizations through change management and transforming business and organizational practices.
- Experience in making oral and written presentations to committees and staff teams.
- Ability to work with external organizations/agencies in complex work, including executing agreements and reports and interpreting data to others.
- Experience working for a non-profit organization preferred.
- Previous proven successful experience in a supervisory role.
- Excellent interpersonal and leadership qualities with the ability to establish effective business relationships.
- Must have the ability to take initiative, think creatively, and drive projects and initiatives to a successful completion.
- Must be able to effectively respond to inquiries from Conservancy and National Park Service staff, Board and Committee members, and individuals throughout all business relationships.
- Must have the ability to effectively communicate verbally and in writing including the ability to speak publicly and present information to public groups and organizations.
- Must have the ability to analyze and define problems and identify solutions at both the strategic and tactical levels.
- Ability to read, analyze and interpret Conservancy and National Park Service procedures and guidelines. Ability to speak, read, and write clearly and coherently in the English language.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- All employees of the Conservancy are required to submit to a background check and/or fingerprint check prior to employment. Back checks may be subject to repeat every five (5) years.

JOB SPECIFICATIONS

Status/ Pay/Benefits: Full-time, exempt, mid to high 80's. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to VPadministration@forcvnp.org. This is an immediate opening, posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.