



Job Posting: Chief Operating Officer

Organization

Founded in 1999, the Amazon Conservation Association's mission is to protect the biological diversity of the Amazon basin. Our efforts are geographically focused in the headwaters of the Amazon basin, where the Amazon forest meets the Andes range in southeastern Peru and northern Bolivia. This area has long been recognized as one of the most biologically rich regions on earth. In Peru, we work through our Peruvian sister organization, la Asociación para la Conservación de la Cuenca Amazonica (ACCA).

Together, ACA and ACCA currently protect over 1.5 million acres of Amazonian rainforest through conservation concessions, Brazil nut concessions, and research stations. Using cutting-edge science and innovative conservation tools, we are creating models for others to follow. We established the world's first conservation concession, manage some of the best research stations in the tropics, and are leading the charge to find mechanisms such as the voluntary carbon market and payments for environmental services to make forest conservation financially sustainable. For more information, please visit www.amazonconservation.org and www.acca.org.pe.

Position

The Amazon Conservation Association has been growing steadily and is now seeking to make a qualitative leap in the efficiency of its operations. The board of directors are looking for a mission-focused, seasoned, strategic, and process-minded leader with experience in leading an executive management team, in guiding an organization's scaling-up process, and developing a performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at ACA and ACCA deliver measurable, cost-effective results that make our vision a reality. The successful COO will have the skills, understanding, and confidence to tap into the potential that each member of the team brings to this mission.

Location

The Chief Operating Officer (COO) will be based in the office of ACA's main implementation partner, the Asociación para la Conservación de la Cuenca Amazónica (ACCA) in Cusco, Peru.

Responsibilities

Reporting to the board of directors and Executive Director of ACA, the COO will lead all internal operations and will have the following responsibilities:

- Ensure implementation of the organization's board-developed five-year strategic plan (currently in development):
 - Coordinate ACCA's annual operating plans and budgets;
 - Lead the performance management process that measures and evaluates progress against goals for the organization;

- Provide a strong day-to-day leadership presence for all ACCA staff, providing motivation as well as problem-solving;
 - Identify organizational structures, processes, and procedures that would benefit from review and modification to improve the organization's workflow and outputs in all three countries, and design and implement plans to do so;
 - Coordinate closely with staff in the ACA-DC office regarding programmatic and financial aspects of specific projects and programs.
- Manage ACCA's senior staff and ensure smooth coordination and communications between program and administrative functions; also ensure good communications and consistency between ACCA's two offices (Cusco and Puerto Maldonado) and ACA's two offices (in Washington, DC and La Paz, Bolivia).
 - General
 - Conduct personnel evaluations of all senior staff, and support the evaluation processes established for their subordinates.
 - Ensure that lines of communication within and between ACCA's offices, and with ACA-DC staff and board, are well-defined and followed.
 - Promote the development of team-based management or other models that aid in improving ACCA's functioning.
 - Programmatic
 - Ensure that each program has a quarterly and annual operating plan. Identify any gaps in funding and/or personnel necessary to accomplish goals.
 - Develop and implement systems for grant reporting and evaluation.
 - Aid program managers and office directors in resolving any issues or problems that are encountered during project implementation.
 - Ensure that project documents that can be used for fundraising are created in coordination with the board.
 - Assess need for staff training and identify sources and funding for the necessary training.
 - Administrative/financial
 - Monitor ACCA's financial status to anticipate any new funding needs;
 - Oversee budgeting process of ACCA offices and review ACA-Bolivia budget to actuals;
 - Ensure that administrative/financial processes and staffing are appropriate for ACCA's needs, and that ACA-Bolivia processes are aligned with those guidelines within the context of Bolivian regulations;
 - Ensure timely reporting to the ACA-DC office;
 - Evaluate the current technology infrastructure and propose cost-effective improvements in information technology and financial systems that would facilitate or significantly improve ACCA's smooth functioning and implementation.

Key Qualifications

As a prerequisite, the successful candidate must share the core values of ACA and be driven by the mission. Beyond that, we are seeking a candidate with proven experience in scaling up a multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, and diverse team. The successful candidate will have had high-level management experience with a non-profit organization. Additional requirements are:

- Language skills: candidate must be able to communicate fluently in both English and Spanish.
- Results: proven track record of exceeding goals; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- Adaptive management: the ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity-building: the ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure that the organization runs smoothly.
- Leadership and organization: an exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect with staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- Action-oriented: enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General management: a thorough understanding of finance, systems, and human resources; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, finance, information systems, and human resources.
- Solid educational background: undergraduate degree required; MBA or similar advanced degree highly desired.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. ACA is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.

Please email your cover letter and resume to info@amazonconservation.org with "COO application" in the subject line, or mail it to:

Amazon Conservation Association
1822 R Street NW
Washington, DC 20009