

Chief Operating Officer

New Position

Search Open February 4, 2019



Position

Acadia Center has grown steadily since its inception and occupies a space for thought leadership, credible program work and a track record of highly successful initiatives. The organization is strengthening its internal structure to improve its ability to increase its impact and has created a new position of Chief Operating Officer (COO). The COO will be a seasoned, strategic, and process-minded leader with experience leading an executive management team and supporting a performance culture among a group of diverse, talented individuals. The COO is a leader who is able to help others develop strategies and deliver results that make the organization's vision a reality. The successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission and to work closely with the president and founder. The COO should bring efficient and effective systems to increase the productivity of the organization while understanding the importance of retaining the creative spirit and commitment to a professional, vibrant work culture that has driven Acadia Center's success. The position is based is intended to be based in Boston but other locations could be considered for the right candidate.

Responsibilities

- **Coordinate internal program operations** reporting with and reporting to the founder and president:
 - Provide for all staff a strong day-to-day leadership presence; bridge regional and state operations and support an open-door policy among all staff.
 - Coordinate the annual operations plan (initiative, cross-initiatives and state workplans)
 - Ensure alignment between strategic planning, organizational goals and day to day operations
 - Manage the organization's lead team; coordinate project managers; be attuned to external visibility and opportunities.
 - Lead the management process that measures and evaluates progress; ensure staff have clear direction and a process to resolve priorities
 - Work closely with the president to ensure smooth operations, strategic direction and a transition that will transfer key responsibilities from the president to the COO.
- **Program**
 - Ensure that there is excellent communication and information sharing across initiatives
 - Ensure that new opportunities are identified, reviewed and responded to appropriately
 - Assist staff with balancing work priorities between competing demands on their time
 - Coordinate program communications with development and administrative needs
- **Revenue and Development** With president and development staff, build a culture of giving and support in state and regional initiatives

Key Qualifications

The successful candidate will most likely have had management experience with a non-profit organization. Acadia Center is driven by a commitment to quality, a highly respectful and attractive work environment and support to its staff to encourage ideas and personal growth. Experience in managing a “values-driven” organization will be highly prized. Additional requirements are:

- 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 work with a highly motivated staff to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, work with the president, board and key staff to incorporate them into the organizational plan
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in working with highly motivated staff and scaling up organizations; ability to connect 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, cultivate entrepreneurship, 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—general understanding of finance, systems, and HR; broad experience with strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing

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. This is a full-time, exempt, salaried position. This position is intended to be based in Boston but other locations could be considered for the right candidate. Acadia Center compensation is highly competitive with peer non-profit groups and salary is commensurate with the selected candidate’s experience and skill level. Benefits include health care, dental, retirement, disability, and vacation benefits.

Organization

Founded in 1998, Acadia Center is a leading non-profit working to advance a low carbon, clean energy economy in the northeastern United States that benefits all. The organization focuses on high quality research, develops ideas to reform state, local and regional policies and works to implement change. Acadia Center emphasizes a commitment to use data and research to demonstrate the energy, climate, health, consumer and equitable distribution potential of reforms and build awareness and diverse support for its program. For more information, please visit <http://acadiacenter.org>.

Acadia Center staff is based in offices in Rockport, ME; Boston, MA; Providence, RI; Hartford, CT; Norwich, VT; and New York. Acadia Center researches, develops and advocates innovative policies that tackle the region's environmental challenges while promoting sustainable economies. Acadia Center's Climate and Energy Analysis Center (CLEAN) fills a needed role for targeted, reliable data and policy analysis. Acadia Center has a unique capacity to combine a wide range of data sources, complex technical research, and economic, health and consumer analysis into useful information for policy makers, the media and the public. Our work is highly regarded among non-profits, business, consumers, public officials and the media and is used widely to help advance clean energy and climate solutions at the state, regional and federal levels. Acadia Center has received Charity Navigator's highest 4 Star rating for fiscal management and devotion of revenues to program work.

To Apply

To apply, please send a cover letter of interest, resume, and at least two professional references to careers@acadiacenter.org. Please insert **Chief Operating Officer** in the subject line, and indicate where you saw the posting in the body of the email. Phone calls will not be accepted.

Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law.