



Chief Operating Officer

Maine Coast Heritage Trust (MCHT) announces an extraordinary opportunity for a proven leader, skilled manager, and successful communicator who shares our passion for conserving and stewarding Maine’s coastal lands and islands.

Reporting to the President, the Chief Operating Officer (COO) is charged with leading MCHT’s organizational development efforts—taking a leadership role in building and strengthening our capacity and capabilities across the organization. In addition, the COO will lead a team responsible for administration, operations, information technology, risk management, human resources, and facilities.

The COO will be responsible for sustaining and strengthening a work culture that values organization-wide teamwork, collaboration, and the development and retention of exceptional talent. This individual will work closely with the senior staff leadership team to develop our capacity in operational planning and program budgeting; identify opportunities for increased efficacy and efficiency in work processes; and guide investments in people and systems.

The COO will be responsible for ensuring systems and controls are in place to support the continued growth and success of the organization and will take the lead in developing and maintaining metrics and analytics to track and measure progress towards MCHT’s strategic goals.

Organizational Overview

MCHT is a nonprofit organization that conserves and stewards Maine’s coastal lands and islands for their renowned scenic beauty, ecological value, outdoor recreation opportunities and community well-being. MCHT provides statewide conservation leadership through its work with land trusts, coastal communities and other partners.

Since its founding in 1970, MCHT has been a conservation leader at the state and national level: pioneering the use of conservation easements; creating a model statewide service center for land trusts; and earning national accreditation for excellence in its standards and practices – all while maintaining steadfast commitment to protecting one of America’s iconic coastlines for public benefit. To date, MCHT has worked with private landowners and partner organizations to conserve more than 150,000 acres in Maine, including more than 300 coastal islands.

MCHT’s organizational values include: a commitment to voluntary land conservation and responsible stewardship; embracing the highest ethical standards; working in a collaborative, pragmatic, and problem-solving fashion; instilling a conservation ethic by connecting people to the land; and dedication to excellence in all its work.

MCHT has 61.5 full-time-equivalent employees and an annual budget of \$7.9 million. Headquartered in Topsham, Maine, MCHT also has offices in Mount Desert, Rockport and East Machias. MCHT is governed by a 24-member Board of Directors. In addition, a 37-member Advisory Council, composed of former directors and experts in pertinent fields, assists MCHT in various aspects of its work.

More information regarding MCHT is available at www.mcht.org.

Responsibilities of the COO

- Lead a collaborative examination of work processes, staffing allocations and support systems to enhance efficacy and efficiency
- Working with department heads, develop new and refine existing measurable outcomes and associated metrics, and track progress toward MCHT's strategic goals
- Lead implementation of organizational development strategies and training that support and promote employee growth, retention, and teamwork
- Supervise, support, and evaluate the staff team responsible for administration, operations, information technology, human resources and facilities
- Manage the following:
 - Property and facility management functions, including leases and the maintenance of vehicles, boats, equipment, etc.
 - Vendor and consulting relationships
 - Strategic leadership for MCHT's information staff and technology infrastructure
 - MCHT's risk management plan, including all aspects of insurance, leases, safety, etc.
 - MCHT's human resources practices and policies supporting our positive organizational culture

Qualifications for the Position

The successful candidate will be a skilled manager of people and an effective team leader who fosters collaboration and demonstrates:

- Passion for MCHT's conservation and stewardship mission
- The ability to build trust, communicate successfully, and engage people across the organization
- Proven experience in analyzing, developing and gaining support for improvements in systems and processes across and within departments that enhance effectiveness, create efficiencies, and guide resource allocation and staffing decisions
- Demonstrated ability to oversee information technology, operations, administration, human resources, and facilities in a complex organization
- Excellent analytical and presentation skills, as well as highly developed organizational and time management skills

The position requires the ability to travel independently to negotiate contracts, maintain vendor relationships, visit programs and execute all position responsibilities.

To Apply

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: search1@starboardleadership.com. Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please. **Deadline for receipt of materials is October 2, 2019.**