



## POSITION OPENING

### Chief Collaboration Officer

**Salary Range:** \$90,000 - \$120,000 plus generous benefits  
**Job Status:** Exempt  
**FTE Status:** Full time  
**Reports to:** CEO

#### JOB DESCRIPTION

The Chief Collaboration Officer (CCO) is responsible for leading the organization's programmatic initiatives focused on advancing exemplar district-scale sustainable development projects. The CCO is responsible for building and managing a multi-disciplinary team (internal and external) that focuses on three core lines of business: 1) municipal strategy and policy; 2) strategic project support (with an emphasis on the application of the EcoDistricts Protocol), and 3) leadership training. The work requires skills and experience integrating social justice, equity, and cultural competence to programmatic and service offerings and mentor staff to work effectively with a rich mix of partners and communities. The CCO oversees the coordination and administration of all aspects of their team's business planning, staffing, fundraising and business development, project execution, client management and program evaluation.

The Chief Collaboration Officer is a member of the organization's Executive Team that helps to manage and shape organizational and business strategy, organizational policies, and professional development initiatives. The position reports to the CEO.

#### DUTIES & RESPONSIBILITIES

##### Strategy & Management

- Lead development and execution of annual business strategy for all relevant lines of business, including the development of goals, objectives, activities, revenue targets and key performance indicators. Create monthly dashboard and annual report progress to the CEO and Board of Directors
- Develop an annual budget, work plan and "go to market" strategy to support the successful execution of the annual business strategy

- Conduct an annual evaluation to help determine needed improvements and investments to improve organizational efficacy

#### Business Development & Fundraising

- Lead business development activities, overseeing the writing of proposals, leading outreach, and meeting with key clients and partners on a regular basis
- Work collaboratively with the Development + Partnerships and Marketing + Engagement Directors to co-create an annual Development Plan to shape annual revenue targets and fundraising strategy
- Assist with fundraising appeals and grant proposals as needed

#### Project Management/Delivery

- Effectively deliver project deliverables in accordance with accepted proposals, relevant work plans and budget
- Develop and maintain a framework for client management and evaluation that promotes excellence in service delivery and continual improvement
- Successfully manage staff and consultants to ensure effective and efficient project delivery
- Effectively communicate with clients and other relevant stakeholders throughout project delivery
- Design and implement an evaluation process to gather feedback and assess efficiency and effectiveness of our programs and services

#### Staffing

- In consultation with the Director of Finance + Administration and CEO, manage relevant staff and consultants, including recruitment and hiring
- Supervise staff by providing direction, input and feedback, including annual performance evaluation
- Develop and monitor monthly, quarterly and annual staff workplans
- Ensure staff receive an appropriate orientation to the organization and their duties

### **SKILLS & QUALIFICATIONS**

- Bachelors or Masters degree in real estate, public administration, public policy, urban planning, architecture, engineering, sustainability, business or related field
- At least fifteen years professional work experience in urban regeneration
- Strong familiarity with principles of urban and district scale sustainable development in the areas of community development, social and environmental justice, equity, green building, infrastructure development, public health, and energy and climate policy, etc.

- Experience working with cities, private sector, and community-based/nonprofit organizations
- Demonstrated ability to think strategically, collaborate with diverse groups and develop relationships with a range of organizations
- Strong familiarity of district scale project solutions and sustainability performance rating tools (e.g. LEED ND, STAR, SITES, Envision, Living Community Challenge)
- Strong familiarity with stakeholder and public engagement tools and strategies
- Excellent project management skills, including managing budgets and work programs
- Excellent business development skills, including client management
- Strong proposal writing skills, ability to develop methodology and activities schedules
- Strong staff management skills with a commitment to collaboration and mentorship
- Strong facilitation and meeting management abilities
- Demonstrated communication skills including writing, listening, public speaking and communication of complex concepts to diverse audiences
- Demonstrated experience managing complex projects
- Computer and software proficiency, including word processing, databases, spreadsheets, simple accounting, email, internet and social media
- Commitment to working with shared leadership and in cross-functional teams
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse and dynamic teams
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies and guiding investment in people and systems
- Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with an attention to quality
- Personal qualities of integrity, credibility and a commitment to the EcoDistricts' mission
- Willingness to travel

## **ABOUT ECODISTRICTS**

EcoDistricts is a nonprofit organization dedicated to just, sustainable and resilient cities and neighborhoods for all. EcoDistricts provides support and leadership for urban change makers and innovators to accelerate sustainable district and neighborhood scale regeneration. To learn more, visit [ecodistricts.org](http://ecodistricts.org).

EcoDistricts employs a collaborative, team based approach through staff developed, mutually agreed upon core values. EcoDistricts supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside of work. Employees work a standard workweek but are occasionally required to work overtime, including some evenings and weekends.

**TO APPLY**

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran. We strongly encourage people of color to apply. EcoDistricts provides full medical, dental and retirement benefits. Send cover letter and resume to [angie@ecodistricts.org](mailto:angie@ecodistricts.org) with “Chief Collaboration Officer” in the subject line. Application due: 5 PM PST, Friday, November 20, 2015.

**EcoDistricts is an equal opportunity employer.**