Position: Chief Operating Officer
Location: Austin, TX
Reports to: Peter Mullan, CEO

**Organization Summary**

The Waller Creek Conservancy (WCC) is a nonprofit organization established in 2011 to spearhead one of this country’s boldest new urban development projects in the heart of downtown Austin. Working in close partnership with the City of Austin, WCC will transform 28 acres of land along a 1.5-mile stretch of the downtown creek into a chain of parks and public open spaces. Plans for the park system include a network of trails and pedestrian bridges, an iconic new music venue, art installations, playscapes, and community programming, all uniquely organized around a natural, urban ecology.

The organization is experiencing rapid growth, and requires attention to a wide array of complex issues as it creates a new and immensely valuable public place in the urban core of one of the fastest-growing cities in the nation. The next three years will see the completion of an ambitious capital campaign, the opening of Phase 1 at Waterloo Park, and commensurate growth in the size and complexity of staffing, operational, and financial requirements. Currently, WCC has seventeen full-time staff, 28 board members. For more information, please visit: [www.wallercreek.org](http://www.wallercreek.org).

Waller Creek Conservancy acknowledges its role in and responsibility for building equity. As a community-based organization, we are committed to intentional policies and practices that further justice and fairness and ensure all communities have meaningful access to all we do within our park including workforce opportunities, programmatic engagement, and community & corporate partnerships.

Waller Creek Conservancy is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Position Summary**

The Chief Operating Officer (COO) will play a critical and evolving role in building and overseeing the organizational infrastructure to execute WCC’s strategic plan. The ideal candidate will have worked for an Austin-area non-profit or related organization that understands public/private partnerships and have demonstrated success as a strategic leader with operational expertise in the areas of organizational development/team management, finance, operations, business development and human resources. The COO will also be key in developing and promoting the organization’s culture while managing day-to-day operations during an exciting time of growth. This is a unique opportunity for a leader prepared to contribute to the creation of a transformative and enduring community asset.
KEY EXECUTIVE OBJECTIVES & RESPONSIBILITIES

Strategy, Leadership and Management

● Collaborate with the CEO to develop and implement the multi-year management plan and to execute on the strategic plan approved by the WCC board of directors.
● Establish and maintain relationships with members of the board of directors. Act as key advisor and liaison to the board regarding finance, operations, and compliance.
● Establish and maintain relationships with other key external partners and stakeholders, including the City of Austin and other government agencies, non-profit partners, donors, and other community stakeholders and strategic partners.

Organization Development & Human Resources

● Build the organization as it grows to assume park operations responsibilities in 2020, starting with the hiring of a Parks Director in Fall 2019.
● Develop the business plan for the Moody Amphitheater opening in 2020 and prepare for all operational requirements (including hiring, systems, and relationship development), starting with the hiring of the amphitheater General Manager in Fall 2019.
● Lead organization-wide diversity, equity, and inclusion initiative including but not limited to operationalizing our commitment to equity across all departments, developing equitable recruitment and hiring practices, and creating resources to support an increasingly diverse workforce.
● Implement efficient and effective operational systems, infrastructure, day-to-day operations, policies, and procedures required to support organizational growth.
● Establish and lead a system of talent management, compensation, and benefits that promotes a culture of high performance and continuous improvement valuing learning, creativity, quality, and mutual respect. Identify new positions and establish clear responsibilities and reporting structures for all staff. Attract and retain top talent.
● Oversee and implement all compliance requirements.
● Evaluate and anticipate facility, equipment, supply, and technology needs for the organization.

Finance & Budget

● Responsibilities include management of the Director of Finance and oversight of capital and operating resources.
● Plan, coordinate, and execute the annual budget process. Work closely with departmental leaders to understand and support their goals.

Business Operations & Transactions

● Develop and oversee earned revenue plan for the organization, including concessions, retail, merchandise, and site rental program.
● Manage organization’s facilities at Symphony Square and develop facilities management staff to accommodate expanding scope as the capital project is implemented.
● Manage real estate transactions for the organization.

KEY EXECUTIVE SKILLS & REQUIREMENTS

● Bachelor’s degree; Masters preferred.
In-depth familiarity of the Austin community, culture, and market strongly preferred.
Minimum of 10 years of professional experience, including managing the finance and administration of a high-growth organization over $5M Budget.
Experience in nonprofit management or a public-private partnership preferred, including knowledge of nonprofit financial compliance requirements.
Extensive leadership experience at the executive or senior management level, ideally overseeing multiple and varied functions of a dynamic organization experiencing rapid growth.
Cultural proficiency and a commitment to the principles of diversity, equity, and inclusion.
Thorough understanding of personnel management, human resources, and information systems administration.
Financial fluency, with the capacity to identify and conduct the financial analyses critical to strategic decision-making and organizational performance.
Ability to assimilate a high volume of information across disciplines and departments, providing leadership and support to senior staff and experts in each of those disciplines.
Experience building and scaling operations in a fast-paced and mission-driven environment and proven capacity to set priorities.
Experience managing, motivating, and developing high performing, results-oriented teams.
A creative problem-solver; able to foster and champion innovative ideas and solutions.

Desired Personal Traits

- Sincere interest in and passion for the mission of the Waller Creek Conservancy.
- Servant-leader with personable manner; supporting the CEO.
- Integrity above reproach with good judge of people.
- Ability to work in a dynamic, fast-paced environment and be an agent of change.
- Strong written and verbal communication skills; a persuasive communicator with excellent public speaking skills.
- Strong interpersonal skills conducive to fostering a collegial working environment.

Compensation

Competitive compensation and benefits commensurate with background and experience.

How to Apply

Please email resumes and letters of interest in a single .pdf document to jobs@wallercreek.org. Use “[name]_COO” in the subject line.

We will be accepting applications through Wednesday, August 14, 2019.