



Title: Chief Financial and Operating Officer (CFOO)
Department: Executive
Reports To: Chief Executive Officer
Classification: Full-time/Annual, Salaried/Exempt
Pay Range: Competitive; Grade 20
Work Locations: Bainbridge Island Campus, Seattle Office, Woodinville Campus, Field
Benefit Package: Full benefit package provided; health benefits 100% premium paid by IslandWood; (medical, dental, vision, life, LTD), HSA, Flex Plan, 401k, 3 weeks paid vacation

BACKGROUND:

In 1999, founder Debbi and Paul Brainerd created IslandWood from a parcel of land originally slated for development. IslandWood began as a singular, unique place created to help students and teachers see themselves – and their world – differently. In the nearly two decades since, IslandWood has grown to become a bold leader in innovative, inclusive education for the planet. Whether our work happens on Bainbridge Island or in City neighborhoods, we take urgent issues and make them relevant to young people, shedding light on the power we all have to change the world for good. This approach prepares the next generation of inspired environmental problem solvers to work together to make an exponential impact on the planet – now and in the future.

KEY ISLANDWOOD FACTS:

- Each year, more than 12,000 students reached annually with 3 in 4 teachers reporting an enduring impact on student learning, collaboration, and engagement several months after our programs.
- 800+ Teachers reached every year with more than 70% reporting an increase in teaching outdoors as a result of participating in our programs.
- 400+ Graduates from master’s level Education program working in both informal and education settings.
- 49% of schools receive scholarships helping provide equitable access to our School Overnight Program.
- Operates out of our 250-acre main campus on Bainbridge Island, Brightwater Education Center in Woodinville, WA, Downtown Seattle Office, and in the field at Public Schools, Thornton Creek Water Quality Channel, High Point Community Development, and Mapes Creek at Beer Sheva Park.

FINANCIAL HIGHLIGHTS:

- Operates with an annual budget of \$9.5M generated from 55% earned revenue (educational program fees, conference, retreats and events); 34% from philanthropic contributions; 9% endowment earnings, and 2% government.
- Generates over 2M in sales through hosting weddings, conferences and retreats.

THE OPPORTUNITY:

- IslandWood is looking for a mission-focused, seasoned, financial and operational leader with experience working in organizations of 100+ employees. The CFOO will act as a strategic partner with the CEO, focusing on the internal operations of IslandWood. The CFOO must be a leader who desires to build and

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THE OPPORTUNITY: (continued)

grow the organizations programs and sustainability, while partnering and mentoring with the management team in strategy development, planning and execution. Importantly, the successful CFOO will have the sensitivity, and personal confidence to tap into the power that each member of the team brings to the mission.

KEY RELATIONSHIPS:

- Reports to CEO
- Direct reports: Director of Accounting, Director of Human Resources, Director of Events Sales and Planning, and Director of Operations
- Provides staff leadership to the Board Finance Committee, and Investment Committee in partnership with the Treasurer of the Board
- Other Key Relationships: Leadership Team, Board of Directors, Vendors, Banking and Investments

The Chief Operations and Finance Officer will proactively build the operational and financial foundations for the organization to allow the organization to achieve its strategic objectives. The ideal candidate will thrive in the following areas of responsibility:

- Supporting and partnering with the Chief Executive Officer on the strategic direction of the organization.
- Developing financial business plans that support the long-term strategy of the organization.
- Facilitating ongoing analysis and development of best practices to ensure operational efficiency throughout the organization.
- Improving existing process and procedures throughout the organization.
- Coaching and mentoring staff, acting as a business partner in their annual planning & execution.
- Partnering with all levels of IslandWood in active brainstorming, thought leadership and authentic real-time discussions which promote positive change.
- Nurturing and growing a culture of Justice, Equity, Diversity and Inclusion.
- Perpetuating a culture of curiosity, reflection, collaboration and accountability.

KEY RESPONSIBILITIES:

LEADERSHIP

- In partnership with the leadership team, share responsibility for promoting and maintaining a positive organizational culture.
- In partnership with the with CEO align business practices, and operations with overall strategy.
- Lead the annual priority, planning and monitoring process with the management team.
- Provide day to day operational leadership, building upon accountability structure & decision making.
- Directly oversee the following teams: Finance, Hospitality, Operations, Facilities, and Event Conferences & Retreats.
- Provide leadership and guidance to a cross departmental management team including all directors and senior leadership members responsible for day to day operations of IslandWood.
- Provide coaching and mentoring to management team members.
- Partner with the leadership team in strategy development, planning, and execution within their departments.

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FINANCIAL & LEGAL

- Lead all financial and legal aspects of the organization including reporting, analysis, and compliance.
- Provide oversight and guidance for finance team and all financial matters for the organization.
- In partnership with Director of Finance & Accounting, lead the annual budget process.
- Partner with the CEO & board in building a long-term sustainable business model for the organization.
- Act as the staff liaison to the Finance Committee.
- Act as the staff liaison to the Investment Committee.

ORGANIZATIONAL CULTURE & HUMAN RELATIONS

- Lead human resources strategy and instill a “coaching and mentor” culture within IslandWood.
- Lead the development of strong organizational systems for performance management.
- Lead the development of strong professional development systems to support staff in their growth.
- Nurture and strengthen a strong culture of Justice, Equity, Diversity, and Inclusion within the organization.
- Nurture and strengthen curiosity, reflection, collaboration and accountability.

OPERATIONS, ADMINISTRATION & FACILITIES

- Oversee all day to day operations within the organization.
- Oversee all IT, administrative, and facilities.

SOCIAL ENTERPRISE

- Oversee a 2M+ enterprise that provides on campus events, conferences, and retreats.
- Partner with the events team on strategy, growth and efficiencies for events, conferences and retreats.
- Partner with the CEO and leadership team on developing additional revenue generating programs aligned with our mission.

CRITICAL SKILLS & CAPABILITIES:

- **Strategic Thinking & Business Analysis**
With a passion for IslandWood’s mission and vision, the new CFOO will be innovative and entrepreneurial and able to think creatively and strategically. The new CFOO will embrace problem solving using a lens of mission impact and financial sustainability.
- **Collaborating and Influencing**
The CFOO will possess exceptional stakeholder management skills and will be able to communicate across the organization including the staff, board, founders and external partners. The CFOO will have good delegation skills, enabling others to move projects forward.
- **Organizational Systems:**
The CFOO will possess skills in developing and implementing strong business and operating systems. The CFOO will enjoy integrating the work of systems, data, and people.

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CRITICAL SKILLS & CAPABILITIES: (continued)

- **Coaching & Mentoring:**
The CFOO will possess exceptional coaching skills and thrive in mentoring current and future leaders within the organization.

- **Cultural Capacity:**
The CFOO will show an authentic interest in continual cultural capacity growth on both a personal and organizational level and will lead in a way that honors IslandWood’s commitment to Justice, Equity, Diversity and Inclusion.

OTHER PERSONAL CHARACTERISTICS:

- Passionate advocate for children, education, and the environment.
- Engaging and warm personality.
- Skilled listener with a collaborative approach.
- Unassailable ethics and integrity.

APPLICATION REQUIREMENTS:

Please submit a letter of interest and resume **OR** an [Application for Employment](#)

By email to: employment@islandwood.org and please state “Search for CFOO” in the email subject line.

By mail to: IslandWood, Search for CFOO, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Note: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: 01 October 2019
Application Deadline: Open until filled
Start Date: As soon as practical; ideally January 2020

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.

For more information about IslandWood, please visit www.islandwood.org