



**Title/Role: Chief Operating Officer (Executive Level)**

**Reports To: President/CEO**

**Type: Exempt**

**Location/Base: Baltimore**

### ***ORGANIZATION PROFILE***

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

***POSITION DESCRIPTION:*** The **Chief Operating Officer (COO)** will report directly to the President & Chief Executive Officer (President/CEO) will be responsible for the daily administration and operations of the organization. The COO will develop and implement robust operating systems, procedures, and policies to support the organization's current scale and to facilitate its future growth. The COO will maintain continuous lines of communication with President/CEO, and other senior leaders to be informed of all critical issues. The COO will position contribute to the development of the Network's strategic goals, objectives, and performance metrics, and will play a senior leadership role in the organization's overall management.

The COO will act as an adviser, strategist, and implementer to ensure that operations across the Network move forward effectively and efficiently as the offshore wind industry scales exponentially. In the President/CEO's absence, the COO will act in her place. This position serves as an internal leader and supports the President/CEO in the development of effective leadership and management practices that set the highest standards in business efficiency and fiscal health to create and foster an organizational culture ensuring the long-term functionality and sustainability of the Network.

### **Essential Responsibilities:**

- Responsible for planning, organizing and setting direction of the Network's daily operations
- Supervise and manage Human Resources, Finance, Technology, Legal and VPs associated with those functions
- Keep the President/CEO informed of significant developments and changes in any of these functional areas
- Evaluate and improve Network operating lead and manage application of procedures and policies on a regular basis according to organizational objectives, improvements and revisions, create new operating procedures when necessary
- Ensure Network is incorporating an operationalizing Maryland Nonprofit Standard of Excellence process and procedures
- Evaluate overall Network operational performance by gathering, analyzing, and interpreting data and metrics
- Maintain the Network's practice of setting goals and metrics to consistently evaluate programs, projects, products, and services, i.e., Network's monthly quad chart reporting system, debrief documents, so that a learning culture evolves
- Set operational goals and KPIs (Key Performance Indicators) for departments
- Lead multi-disciplinary teams to implement strategic initiatives and organization-wide projects as they emerge

- Drive coordination and clarity across program initiatives to ensure cohesion, progress towards ambitious goals, and high-quality programming; identify, address, and resolve barriers to ensure effective implementation within and across teams
- Work closely with the VP of Technology to identify, implement, and manage IT solutions, including CRM systems, digital staff workspace, cyber security, and collaboration platforms for staff and members
- Review all material, legal documents, and contracts, including grant agreements, business and vendor contracts, subcontracts, and terms of service. Consult with and implement recommendations to ensure compliance with federal, state, and local regulations and standards when applicable.
- Coordinate legal issues with external Network counsel, especially in the areas of labor and employment law compliance, governance, trademarks, copyrights, licensing
- Serves as lead negotiator for material contracts and grants
- Guide the Finance team in the development of sound and compliant financial management practices and models including budget and analyses of financial data to drive key operational decisions
- Provide review and oversight of financial information and reports
- Work with VP Finance and/ or contract certified public accountant to manage all Network revenue generators and related budget management, cash flow, and monthly to quarterly review processes, grant deliverables and work plans, and related systems
- Support recruitment and talent retention strategies. Manages the Network’s human resource function including the full cycle of job design, recruitment, onboarding and orientation, training evaluation and performance reviews, promotions and salary adjustments, job transfers and transitions, and separations, etc.
- Provides leadership and ensures appropriate financial and staffing plans for all departments
- Manage physical facilities, assets, and remote office.

### Qualifications and Experience

- Bachelor’s Degree required, Nonprofit Administration Masters Degree preferred or nonprofit management certificate
- Minimum of 10 years senior management experience in a nonprofit
- Strong contract negotiating skills
- Exceptional oral, and written communications skills, including presentation skills
- Ability to establish effective working relationships with internal and external constituencies
- Possess business acumen and financial savvy
- Strong analytical skills utilized to drive continuous quality improvement in operations
- Excellent organization, project management, time management, and follow-up skills, with demonstrated sense of urgency
- Willingness to hold peers / managers accountable
- Ability to mentor others
- Ability to create and manage multi-year strategic plans to scale operations functions
- Ability to think strategically and act tactically with a proven entrepreneur mindset
- Ability to collaborate effectively with senior and executive leaders across international, national, and local levels
- Ability to maintain confidentiality
- Ability to work with the founder mentality
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams), Asana and Adobe Acrobat
- Experience Salesforce, desirable
- Ability to work effectively and efficiently under pressure with professionalism
- Flexibility and tolerance for ambiguity. Willingness to handle complex and mundane matters
- Ability to promote a team culture of accountability and results
- Ability to travel domestically and internationally 40 percent of the time



**BENEFITS AND COMPENSATION:**

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

**WORKING CONDITIONS:**

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.