



Title: Chief Operating Officer (COO)

Reports to: Chief Executive Officer (CEO)

The mission of The Trail Conservancy is to protect, enhance, and connect the Ann & Roy Butler Hike-and-Bike Trail at Lady Bird Lake for the benefit of all. The COO proactively advances TTC's mission by partnering with the CEO and the Executive Leadership Team to drive strategic direction and implement the strategic plan. This role oversees daily operations, including finance, human resources, facilities, administration, organizational culture, and city coordination and government relations, ensuring alignment with the Conservancy's goals and fostering operational excellence.

Finance and Accounting:

- Drives the organization's financial strategies and operations to align with its objectives by providing proactive analysis, monitoring, and forecasting to the CEO and Board of Directors. Collaborate with the CEO, Finance Director, Board Treasurer, and senior program staff to lead the development of the annual budget and quarterly forecasts.
- Acts as the primary liaison to the Finance Committee, ensuring effective communication and coordination, working with the Board Treasurer to ensure the financial policies and procedures are in place to ensure fiscal responsibility. Guides program and accounting staff in managing and monitoring program budgets, ensuring accuracy and alignment with revenue and expense projections.
- In partnership with the CEO, program staff, finance team, Finance Committee, and auditor, oversees all financial reporting and audit activities, including grant project reports, independent 501(c)(3) audits, federal Single Audits, and state and federal tax filings. Manages banking relationships and oversees all financial transactions, ensuring timely deposits and effective monitoring of banking and credit activities.
- Supervises the Finance Director and operations staff to ensure efficient management of day-to-day accounting functions, including accounts receivable, payroll, reconciliations, expense allocations, financial reporting, and cash management.

Human Resources:

- Drives the implementation of TTC's diversity, equity, and inclusion goals by collaborating with external consultants and stakeholders to enhance recruitment, employee engagement, satisfaction, and leadership development.
- Leads all aspects of recruitment, hiring, onboarding, and training while also managing employee relations, retention, annual evaluations, promotions, and terminations. Oversees benefits administration and ensure HR policies, procedures, and the employee handbook are current and effective.
- Partners with the Executive Leadership Team and managers to lead strategic staff planning, develop comprehensive job descriptions, and create and implement professional development initiatives.
- Manages all organizational insurance requirements, including Directors & Officers (D&O), General Liability, and special event policies.



Facilities and Operations:

- Directs operations staff, internal and external, and assists in the management of office equipment, materials, and facilities to ensure smooth day-to-day operations of the organization and the ability of staff to be productive and efficient.
- Serves as the key liaison to the Board of Directors and executive committee, providing critical operational and administrative updates.
- Oversees implementation, maintenance, and effective staff use of all back office systems, including but not limited to financial software and donor database, including working with all staff to deploy the systems most effectively.
- Negotiates and oversees management of capital purchases and leases and facilities leases, manages leases and assets, and oversees communications and interactions with the landlord and other external facilities partners.
- Ensures institutional records are maintained in an accessible yet secure manner (in Google Suite and according to best practices on paper) and oversees records retention policies and procedures.
- Regularly reviews and revises office policies, procedures, and practices to ensure efficiency and success.

Partner Coordination and Government Relations:

- Support the CEO with city coordination and government relations, ensuring TTC is effectively represented in both public and private partnerships.
- Serve as the primary liaison to the City's partnership managers, advocating on behalf of TTC in the administration of the Butler Trail Park Operations and Maintenance Agreement (POMA).
- Lead the development and execution of annual work plans and reports related to POMA, ensuring alignment with the city's expectations and the Conservancy's goals.
- Build and nurture strong relationships with city officials, local government agencies, and nonprofit park partners to promote and protect the Butler Trail.
- Coordinate day-to-day operational issues with the City, adjacent landowners, and other municipal stakeholders, resolving challenges and ensuring smooth implementation of agreements.
- Work closely with the CEO to align government relations efforts with strategic priorities, advancing TTC's advocacy goals and ensuring the Butler Trail's continued enhancement and connectivity.

Leadership:

- Serves on and contributes to the executive leadership team by championing best practices in nonprofit management and maintaining the highest standards of integrity and fiduciary responsibility.
- Acts as the support staff liaison to the Governance Committee, enhancing board membership, leadership, education, and effectiveness. Lead and supervise all staff teams, fostering a culture of continuous improvement and supporting the administrative functions of program staff.
- Drives the organization's rapid growth through effective change management and by spearheading the development and operationalizing new strategic initiatives.
- Proactively identify and address organizational and financial needs, collaborating with the CEO, development team, program staff, and board to devise innovative strategies, including marketing and special events, that support growth goals and ensure successful outcomes for TTC.



What We're Looking For:

- Education: Bachelor's degree in Business Administration, Finance, Nonprofit Management, or a related field preferred.
- Experience: At least 8 years of progressive experience in nonprofit or business management, including 5+ years in an executive or senior leadership role overseeing operations, finance, and HR.
- Financial Management: Proven track record in budgeting, forecasting, financial reporting, and compliance with nonprofit regulations, including 501(c)(3) filings and audits.
- HR Leadership: Successful track record in recruitment, talent management, employee engagement, DEI initiatives, and managing organizational change.
- Operational Efficiency: Strong ability to manage day-to-day operations, optimize systems, and use financial software and donor management tools effectively.
- Strategic Leadership: Experience contributing to long-term strategy and leading cross-functional teams to achieve goals.
- Communication: Excellent written and verbal skills, with the ability to present updates to diverse stakeholders, including staff, board members, donors, and community leaders.
- Leadership: Proven ability to lead diverse teams, foster a positive culture, and support staff development.
- Problem-Solving: Skilled at identifying challenges and creating solutions collaboratively.
- Passion for Mission: Strong commitment to The Trail Conservancy's mission of community engagement and environmental stewardship in support of Austin's beloved Butler Trail.
- Organizational Fit: Collaborative, adaptable, and hands-on leader who thrives in a dynamic environment.

Other Requirements:

- Ability to work occasional evenings and weekends as needed.
- Must be comfortable working in both office and outdoor environments.
- A background in environmental or community-based nonprofits is a plus but not required.

Application Process:

- Applications should be sent to: resumes@thetrailconservancy.org
- Include a cover letter, resume, and 3 references (we will not contact references until candidates have had an opportunity to notify them)
- Include your salary expectations in your cover letter
- Please do not contact staff directly; no phone calls