



Position Opening–August 2016

## **CHIEF OPERATING OFFICER**

*Company-wide*

Biohabitats, a leading conservation planning, ecological restoration, and regenerative design firm based in Baltimore, MD is seeking a **Chief Operating Officer** to join our mission driven team. With six Bioregion offices nationwide, Biohabitats works throughout the country and internationally with public, private and non-profit organizations to *'restore the earth and inspire ecological stewardship'*.

The COO provides the leadership, management, and vision necessary to ensure that Biohabitats has the proper operational controls, administrative and reporting procedures, and people systems in place to ensure financial strength and operating efficiency.

Leading with our Core Values, the successful candidate must be passionate about what we do; be a strategic visionary with sound business skills; and excel at relationship building and mentoring. As we continue to grow and take on new challenges we are looking for a COO with the proven talent to run the day-to-day administrative and long-term strategic operations of our multifaceted team. Most importantly, the COO should embrace the desire to have a positive impact on the world, fellow team members, and clients alike.

For more information on the position, please review the *Education Requirements, Preferred Experience, Core Characteristics, and Roles & Responsibilities* found on the following pages.

Biohabitats offers great [benefits](#) along with a fun and rewarding atmosphere. Salary commensurate with experience and skill level.

### **To Apply**

Please send in pdf format to [careers@biohabitats.com](mailto:careers@biohabitats.com):

- » Cover letter
- » Resume
- » References
- » Equal employment opportunity self-identification form

If you really want to make a difference then we want you!

**Biohabitats is an equal opportunity employer.**



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### **Education Requirements**

- » BSc/BA in Business Administration OR BS in the Architecture/Engineering/Planning or Environmental fields
- » MSc/MBA is a plus

### **Preferred Experience**

- » Minimum of 15 years of professional experience with 5 years of executive experience. (Experience in the A/E industry a plus.)
- » Evidence of career stability, progression, and growth
- » Experience negotiating and crafting A/E contracts; performing risk management
- » Understanding business functions such as HR, Finance, marketing, etc.
- » Demonstrable competency in strategic planning and business development
- » Experience managing and overseeing multiple offices (multiple states a plus)
- » Proficient with MS Office products, Database systems (financial and CRM), and Financial software (Deltek preferred)

### **Core Characteristics**

- » Passionate about what Biohabitats does, believes in Biohabitats' mission and vision; embodies Biohabitats' values
- » A strategic visionary with sound technical skills, analytical ability, good judgment, and strong financial and operational knowledge
- » A people person, energetic, good mentor and coach; highly collaborative; exudes integrity, trustworthy (possesses high ethical standards)

### **Roles & Responsibilities**

#### *General*

- » Partner with and report directly to the Leadership Council, Shareholders, and President
- » Provide financial and operational intelligence and counsel
- » Lead the administrative team, conceiving and implementing strategies, goals, and tactics that are consistent with the Firm's Values Blueprint and Strategic Plan
- » Responsible for the effectiveness and measurement of all financial and operational processes for each Bioregion office and the organization as a whole
- » Continually improve the quality of the Administrative support services and provide strategic business counsel to the Bioregion Team Leaders
- » Stay abreast of market and industry trends, competitors, and best practices
- » Engage in, and represent Biohabitats to the local and global community

#### *Leadership*

- » Leads by Biohabitats Values, Mission, and Vision
- » Empowers team members to reach their potential
- » Serves as a mentor to team members
- » Has the desire to have a positive impact on the world, fellow team members, colleagues, and clients
- » Is well versed in the nuances of leading in a collaborative, learning environment
- » Driven to action, implementation, and conclusion, responding nimbly to changing circumstances
- » Undaunted by ambiguity
- » Derives insight, discovers and applies new ideas to transform past practices and set new directions
- » Articulate; engages and communicates with others through emotions and logic
- » Has the ability to gracefully hold staff, colleagues, and superiors accountable for their responsibilities
- » Asks for feedback and adjusts behavior



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### *People Resources*

- » Recruitment, hiring, on-boarding, benefits, and compensation strategies for attracting and retaining diverse, multi-generational, inclusive workforce; administration and oversight
- » Build upon Biohabitats' culture of a value driven, learning organization to increase its relevance, charisma, brand, and visibility in the global talent pool
- » Developing new, robust professional training and development
- » Regulatory oversight and legal compliance
- » Oversee & strengthen the performance appraisal process, making sure that it reinforces our Values Blueprint and culture
- » Assess, update and interpret our Team Handbook to ensure that our operating policies, procedures and standards are in conformance with our Values Blueprint and strategic initiatives

### *Project Delivery*

- » Company-wide Project Delivery
- » Assist in developing client focused project delivery processes; ensure they are being applied consistently throughout the Bioregion offices
- » Negotiate and execute letters of agreement, contracts, and other legal documents and agreements associated with projects
- » Work to minimize project risks; assist in troubleshooting client relationships, accounts receivable, and project liability issues.
- » Nurture client relationships, participate in business development activities, and build subcontractor relationships

### *Finance*

*(Working with the CFO, manage and oversee all financial and business activities)*

- » Provide overall financial oversight, monitoring, reporting, forecasting, and analysis
- » Direct and administer all financial plans
- » Oversee business policies and accounting practices, ensuring compliance with GAAP
- » Guide reporting, monitoring, and analysis of organizational performance metrics
- » Ensure that relevant financial data and analysis is presented to the President, Shareholders, Leadership Council, and Bioregion Team Leaders; support and counsel decision-making in all four venues
- » Lead and support the annual budgeting process and monthly reporting
- » Ensure efficient management of cash flow, financial capital, and capital expenditures
- » Oversee/manage relationships with the bank, audit, and other financial advisors
- » Lead the financial evaluation of mergers and acquisition candidates
- » Structure, negotiate, and finalize purchase agreements

### *Operations*

- » Execute letters of agreement, contracts, leases, and other legal documents and agreements
- » Procurement, monitoring, and management of professional liability and general commercial insurance
- » Drive the strategic development of information technology systems and infrastructure to create a competitive advantage
- » Oversee the procurement of office equipment, supplies, and services
- » Coordinate the effective use of travel, identify appropriate alternatives, and control cost
- » Manage all real estate acquisitions, leases, and facility operations



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*Shareholders*

- » Assist Shareholders in understanding the impact their decisions may have upon the financial health of the Shareholders and upon their personal finances
- » Counsel strategies for transition and succession planning to maintain the integrity and stability of Shareholders' best interests
- » Manage and collaborate with the external financial advisor to provide personal tax counsel to each of the Partners



## EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM

Biohabitats, Inc. is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Biohabitats, Inc. invites candidates and employees to voluntarily self-identify their status as handicapped, disabled veteran, veteran of the Vietnam era, or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. We are a company that values diversity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

*PLEASE COMPLETE THE INFORMATION REQUESTED BELOW. THANK YOU FOR YOUR COOPERATION.*

### I. GENERAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

### II. PLEASE COMPLETE EACH SECTION

#### Race or Ethnic Identity (please select only from one category)

- ☐ Hispanic or Latino
- ☐ Asian
- ☐ Black or African American
- ☐ White
- ☐ Native Hawaiian or Pacific Islander
- ☐ American Indian or Alaskan
- ☐ Two or more races

#### Veteran Status (select all that apply)

- ☐ Vietnam Era Veteran
- ☐ Special Disabled Veteran
- ☐ Newly Separated Veteran
- ☐ Other Protected Veteran

Date of Discharge \_\_\_\_\_

#### Other

- ☐ Individual with Disabilities

#### Gender

- ☐ Male ☐ Female

**If you prefer to not identify for any categories, please check below.**

- ☐ I do not wish to self-identify

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## *DEFINITIONS*

### **HISPANIC OR LATINO**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

### **WHITE (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **BLACK OR AFRICAN AMERICAN (not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

### **NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (not Hispanic or Latino)**

#### **ASIAN (not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

### **AMERICAN INDIAN OR ALASKA NATIVE (not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

### **TWO OR MORE RACES (not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

### **INDIVIDUAL WITH DISABILITIES**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodations, can perform the essential functions of the job in question.

### **SPECIAL DISABLED VETERAN**

Defined as a veteran who served on active duty in the U.S. military ground, naval, or air service and (1) who was discharged or released from active duty because of a service-connected disability, or (2) who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) for certain disabilities under laws administered by the Department of Veterans Affairs (i.e., disabilities rated at 30 percent or more, or at 10 or 20 percent if the veteran has been determined to have a serious employment handicap).

### **VETERAN OF THE VIETNAM ERA**

Defined as a veteran of the U.S. military, ground, naval, or air service, any part of whose service was during the period August 5, 1964 through May 7, 1975, who (1) served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability. "Vietnam era veteran" also includes any veteran of the U.S. military, ground, naval, or air service who served in the Republic of Vietnam between February 28, 1961 and May 7, 1975. NOTE: JVA eliminated Vietnam era veterans as a protected category under VEVRAA. However, most Vietnam era veterans will continue to be protected under other categories.

### **NEWLY SEPARATED VETERAN**

A "newly separated veteran," with respect to federal contracts and subcontracts entered into before December 1, 2003, means any veteran who served on active duty in the U.S. military ground, naval, or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. With respect to federal contracts and subcontracts entered into on or after December 1, 2003, "newly separated veterans" means any veteran who served on active duty during the three-year period beginning on the date of such veteran's discharge or release from active duty.

### **OTHER PROTECTED VETERAN**

Defined as any other veteran who served on active duty in the U.S. military ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than a special disabled veteran, veteran of the Vietnam era, or recently separated veteran.