



## **Chief Operations Officer (COO) Profile**

**0.75-1.0 FTE**

**Reports to MHT Executive Director**

### **MHT seeks a Chief Operations Officer (COO) who:**

- **Shares a Passion for Our Mission** – Everyone associated with MHT believes deeply in the need for quality, affordable housing in the Methow Valley and our shared commitment to this mission is what makes us strong and effective. We are nimble, innovative, open to smart risks, and committed to thoughtful processes grounded in inclusivity and taking the time to ensure we involve all voices.
- **Believes in Collaboration** – We work as a cohesive team at MHT – Board and Staff and our contracting partners (construction crews, designers, etc.). We seek a COO who enjoys working in a team and values finding the process and outcomes that work for all.
- **Finds Fulfilment in Helping Others** -- We seek someone who can help ensure that each person associated with MHT has the support they need to be successful. Our ideal COO takes satisfaction in learning from, coaching, and inspiring others. They will recognize that some days they will have to put aside their own to-do list to facilitate the success of other staff or volunteers. They will set as their primary goal or measure of success their investment in the smooth operations of MHT.
- **Thinks Big and Small, but Always Strategically** – Our organization has a lot of positive momentum right now and we need a thought partner to work with our Board, Executive Director, and Staff to help navigate a strategic path ahead. This requires an ability to see the big picture and vision and to see the smaller steps in a process that make that vision possible. We value a person who can think in terms of systems and who can flex to embrace a vision.
- **Effective in the Financial Side of Running an Organization** – Since we are in the business of building capital projects, we have complex financial needs. We seek someone who is competent with financial modeling, cash flows, and balance sheets and who has the ability to render such complex topics understandable for our Board, Staff, and supporters. In addition to managing the expenses and investments of the organization, as a nonprofit organization this role implies being a leader in fundraising and philanthropy.

- **Clearly and transparently communicates** in writing, verbally, and in one-on-one settings as well as big community gatherings. We are an organization that believes in direct, honest communication and we aren't afraid to have hard conversations. We seek someone who can respectfully facilitate conversations that focus on solutions.
- **Finds Joy in Our Work and Workplace and Can Imagine a Career with Us –** Our work can be literally life-changing and it involves deadlines and complexities we can't always predict. We seek someone who embraces agility as a key trait for success and who will thrive in our culture focused on having an impact.

**We seek a COO with:**

- Experience leading a team of people to their best performances
- Experience building systems to help a growing organization stay strategic
- Financial literacy
- Fundraising experience or willingness to learn
- An understanding of the affordable housing issues facing rural mountain valleys like the Methow Valley
- Strong IT/computer skills
- Excellent written and verbal communication skills.
- Willingness to step in and take on new projects when the mission needs it

**Our next COO will join an enthusiastic and committed team. We will support our COO with MHT's existing strengths, including:**

- Our track record of immediately having a positive impact on the affordable housing crisis in the Methow Valley by building 21 homes in just four years.
- A professional Staff who are extremely dedicated to this mission.
- A strong Board of Directors that helps guide the organization and who represent the community at large. Our Board and Staff work well with mutual trust and respect.
- A successful capital campaign to help fund the next 5-10 years of projects already underway and with significant momentum.
- A grounding in the Community Land Trust Model, which has been working well in many communities throughout the country for over 50 years.

**A successful MHT COO will be responsible for:**

- **Financial Management:**
  - Serve as Staff lead on the Finance Committee of the Board.
  - Working with the Executive Director, prepare an annual budget, and ensure the organization operates within budget guidelines. In charge of tracking income, investments and expenses with contracted Accountant and staff budget managers.
  - Critically examine the financial health of the organization and set strategy to effectively meet financial needs into the future.

- Communicate effectively with the Board, Staff, and the community about the financial health and need of the organization.
  - Serve as a leader on strategies for growing revenue sources, including but not limited to developing overall fundraising strategies in concert with the Outreach and Development Director and assisting them with implementation as necessary.
  - Serve on the Fundraising Committee.
- **Human Resource Management:**
    - Directly supervise and support the Outreach and Development Director and contracted Accountant.
    - Oversee payroll, benefits, and personnel policies.
    - Create effective systems for ensuring all staff have regular reviews and opportunities for growth.
    - Manage any future hiring and recruitment processes for staff.
    - Provide ongoing support for Board Members, including new Board Member orientations and coordinating the materials Board Members will need to make good decisions.
    - Serve as the Staff lead on the Board Recruitment & Development Committee.
    - Support the development of meaningful opportunities for volunteers to be engaged in our mission and to feel fulfilled in their roles.
- **Creating Systems that Work:**
    - Cultivate a strong partnership with the Board of Directors and Staff in setting (and reviewing and updating) policies consistent with the mission, vision, and values of MHT.
    - Track and manage MHT computers, IT support, and documentation and filing systems.
    - Manage all MHT insurance policies.
- **Strategic Organizational Development:**
    - Work with the Executive Director as a thought partner to guide the organization strategically as we grow.
    - Collaborate with the Board in creating an annual Strategic Plan
    - Support all Staff and Board Committees in turning that Strategic Plan into annual workplans to guide day-to-day work.
    - Assist the Executive Director with new opportunities as they arise.
    - Responsibly handle the authority of the Executive Director, when the Executive Director is away from the office.
    - Attend Board Meetings.

Methow Housing Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We acknowledge that we are doing our work on the traditional homeland of the Methow People. We are

committed, as an organization, to furthering our understanding of the issues of equity in our work and to adjust our policies and practices to promote inclusion.

**Compensation and Benefits:** Salaried 0.75-1.0 FTE, and DOE \$40,000-\$60,000. 2 Weeks paid vacation plus holidays, health plan option. 3% retirement match after first year.

**To Apply:**

Please send a cover letter, resume, list of three references and proof of current COVID vaccination. Your cover letter should address why this particular opportunity interests you, which aspects of this job profile especially speak to you, and why you care about affordable housing.

Please email your materials to [danica@methowhousingtrust.org](mailto:danica@methowhousingtrust.org). If email is not an option for you, you can mail your materials to:  
Methow Housing Trust, c/o Danica Ready  
31 West Chewuch Rd. Suite 102  
Winthrop WA, 98862

We will begin review of applications on December 6th.