

Chief Operating Officer

The United States Geospatial Intelligence Foundation (USGIF) is a dynamic and agile 501(c)(3) nonprofit educational organization with \$7 million in annual revenue. USGIF is the convening authority for the multi-billion dollar global Geospatial Intelligence (GEOINT) Community. We are seeking a motivated and energetic full-time Chief Operating Officer to fill a current vacancy as part of a high-performing team at our Herndon, VA headquarters. This is a unique opportunity to be engaged in national and international security efforts at the highest levels, helping lead and manage a close-knit team, and contributing meaningfully to U.S. and Allied defense, intelligence, and homeland security efforts. USGIF also leads the introduction of geospatial intelligence as a business term of art in the commercial sector. Come join USGIF as an executive leader and manager as we: Build the Community, Advance the Tradecraft, and Accelerate Innovation for the GEOINT Community.

The Chief Operating Officer is a mission-focused, process-minded leader and manager performing in a high visibility role as a supervisory member of the Senior Leadership Team. The COO has multiple direct reports including staff engaged in academic programs, professional development, sales, marketing, strategic communications, membership, and program development. As an educational foundation, USGIF currently accredits 14 college and university programs to grant GEOINT Certificates, provides professional development training, and third-party accredited professional certification. USGIF also publishes the quarterly, award-winning *trajectory* Magazine, the annual State and Future of GEOINT Report, and other content in print, on the web, and via social media.

The USGIF team produces the Foundation's signature annual GEOINT Symposium, which draws as many as 5,500 total attendees from more than 30 countries, delivers a diverse program related to training, education, and professional development, and showcases 300 exhibitors in over 100,000 sq. ft. of exhibit space. The Foundation produces a variety of workshops tackling enduring and emergent topics of interest in the areas of intelligence, defense, and homeland security—and, increasingly, the commercial sector.

Reporting to the CEO, the COO will lead all internal operations and will have the following responsibilities:

- Contribute to the development of USGIF's strategic goals and objectives and work in partnership with the CEO to create and implement new processes and approaches to achieve success
- Identify opportunities for USGIF to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges
- Provide programmatic leadership and input for all strategic plan implementation processes with the CEO and staff
- Represent the organization externally, as necessary
- Serve as the internal leader of the organization; provide staff with a strong day-to-day leadership presence.

Critical Duties and Responsibilities:

- **Strategy, Vision, and Leadership**
 - Advises the CEO, Board of Directors, and other key members of the Senior Leadership Team on financial planning, budgeting, cash flow, investment priorities, and policy matters

- Contributes to the development of USGIF's strategic goals and objectives as well as the overall management of the organization
 - Identifies opportunities for USGIF to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges
 - Provides programmatic leadership and input for all strategic plan implementation processes with the CEO and Senior Leadership Team
 - Develops and implements a system for tracking and reporting on the progress of the strategic plan implementation
 - Represents the organization externally, as necessary
- **Team Development/Leadership**
 - Oversees, directs, and organizes the work of the external CFO and Finance and Operations teams
 - Leads, coaches, develops, and retains USGIF's high-performance Senior Management Team with an emphasis on developing capacity in strategic analysis, planning, and program budgeting
 - Establishes and monitors staff performance and development goals, assigns accountabilities, sets objectives, establishes priorities, and conducts annual performance appraisals
 - Ensures staff members receive timely and appropriate training and professional development
- **Operations**
 - Prepares and submits an annual operational budget, manages effectively within this budget, and reports accurately on progress
 - Ensures the continued financial viability of USGIF's operational units through sound fiscal management
 - Upgrades and implements an appropriate system of policies, internal controls, accounting standards, and procedures
 - Ensures that USGIF is adhering to the strategic plan, delivering status reports to the CEO and Board of Directors
 - Provides analytical support to USGIF's internal management team including development of internal management reporting capabilities
 - In conjunction with USGIF's professional employer organization (PEO) and internal staff, insures timely completion of all necessary HR paperwork for hiring, termination, counseling, promotions, bonuses, 401K, and employment changes
 - Manages the outsourced PEO and negotiates associated annual contract
 - Improves HR, administrative, and operational accounting services such as Form 990 reporting, payment processing, payroll, accounts payable, and purchasing
 - Manages relationships with partners/vendors
 - Oversees development of contracts, MOUs, Agreements in the best interest of the Foundation, aligning with the mission and goals of the engagement
- **Board of Directors**
 - Supports the USGIF Board of Directors as required
 - Routinely works in close coordination with the Finance and Audit Committee, and other committees as required

Education, Work Experience, and Knowledge/Skills/Abilities

- Bachelor's degree required; Business or accounting preferred. MBA a strong plus
- Other professional certifications (CPA, CAE, other) a plus
- Minimum 10 years of experience and a track record in senior program management; association, nonprofit, or small business experience preferred
- Experience in a senior management role, ideally with both external audit and in-house financial management experience; familiarity with nonprofit accounting preferred
- Familiarity with human resources functions, including personnel, compensation, and recruiting
- Excellence in organizational management with the ability to coach a senior-level staff to manage and develop high-performance teams as well as develop and implement program strategies
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed
- Passion for USGIF's mission and interest in the GEOINT Community strongly desired
- Must be able to travel nationally occasionally and internationally (rarely)
- Active or recent TS/SCI clearance a strong plus
- Ability to obtain a TS/SCI clearance highly desirable

Additional Information

- Competitive salary commensurate with experience
- Paid health and dental benefits
- Matching 401(K)
- Generous Paid Time Off
- Excellent work environment and a close-knit, high-performing team
- Telework and flexible schedule opportunities

How to Apply

You may apply in *strict confidence* by emailing a cover letter (including salary requirements) and résumé to Kelly Palmer at kelly.palmer@usgif.org with "COO" in the subject line. **The opportunity to apply for the position closes on 31 August 2018.**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.