Announcement of Full Time Position  
Chief Administrative Officer

Background:

PHWFF, a nation-wide non-profit 501 (c)(3) organization incorporated in Maryland in 2007, is seeking a Chief Administrative Officer. PHWFF’s mission is dedicated to the physical and emotional rehabilitation of disabled active duty military service personnel and disabled veterans, through fly fishing and associated activities, including education and outings. Headquarters is located in La Plata, Maryland, within commuting distance of Washington D.C.

PHWFF’s first program was established at the Walter Reed Army Medical Center in 2005, in collaboration with the National Capital Chapter of Trout Unlimited (TU) and the International Federation of Fly Fishers (IFFF). Since that time, PHWFF has grown across 21 Regions, encompassing 212 Programs, serving disabled men and women in all 50 States and Germany. It maintains a small Headquarters Staff of eight (8) full-time personnel assisted by Volunteers, to support the organization’s mission.

PHWFF programs are sponsored by local fly fishing clubs, primarily through TU and IFFF, who sign a Memorandum of Agreement describing the operational and administrative parameters and responsibilities. Essential to the organization’s success is the ability of Headquarters Staff to work effectively with these sponsoring organizations, as well as the Staffs of Military and Veterans healthcare facilities; the fly fishing community; PHWFF Volunteer Regions and Programs located throughout the country; and PHWFF Donor Base.

To Apply:

Interested candidates should submit their resume and cover letter to: resume@projecthealingwaters.org. As multiple positions are advertised, please indicate in your cover letter the position in which you are applying. Your resume should include relevant experience, educational background, and two to three references. The closing date for receipt of applications is June 15, 2017. Thank you for your interest the Project Healing Waters Fly Fishing.
Chief Administrative Officer
Job Description

Mission

Project Healing Waters Fly Fishing, Inc. is dedicated to the physical and emotional rehabilitation of disabled active military service personnel and disabled veterans through fly fishing and associated activities including education and outings.

Authority and Responsibility

Project Healing Waters’ Chief Administrative Officer represents a full-time executive-level leadership and management position within the Project Healing Waters Headquarters organization. The Chief Administrative Officer is not a member of Project Healing Waters Board of Trustees. The Chief Administrative Officer reports to the Chief Executive Officer and serves as a key executive leadership team member and an active participant in making strategic decisions affecting the organization. In partnership with the Chief Executive Officer, the Chief Administrative Officer is responsible for all aspects of Project Healing Waters’ administration. In addition, the Chief Administrative Officer will:

1. Provide administrative coordination for the Project Healing Waters’ senior management team.

2. Serve as administrative liaison to Project Healing Waters’ partners.

3. Keep Project Healing Waters’ Chief Executive Officer abreast of administrative strategy implementation and the challenges encountered during its execution.

4. Support the Controller in developing, implementing, and managing the administrative aspects of the annual budget.

5. Cultivate existing relationships with public and private funders.

6. Ensure administrative initiatives are fully integrated with all other efforts across Project Healing Waters’ portfolio, as well as providing insight into developing and executing the strategic plan and the annual budget.

7. The Chief Administrative Officer can recruit other volunteers to assist in the responsibilities outlined in this job description.
Requirements

Requirements of the Chief Administrative Officer include:

- **Organizational Administration, Leadership, and Management:**
  
  1. Provide effective and inspiring leadership by being actively involved in administering services while developing a broad and deep knowledge of all regions and programs
  
  2. Identify opportunities for Project Healing Waters to leverage cross-program administrative strengths to take advantage of new opportunities and/or to address organizational challenges
  
  3. Develop and conduct administrative oversight and an annual review of all personnel policies
  
  4. Lead, coach, develop, and retain Project Healing Waters’ high-performance senior management team with an emphasis on developing capacity in strategic analysis and administrative planning and capturing programmatic measures of effectiveness.
  
  5. In coordination with the Chief Executive Officer and executive team, play a key role in the overall administration of the organization.
  
  6. Develop and maintain PHWFF policies and procedures.
  
  7. Promote and maintain a high level of administrative responsibility through the organization
  
  8. Coordinate, implement and analyze volunteer and participant data including administration of the Contact Relationship Management (CRM) system
  
  9. Ensure organizational compliance with state solicitation registration requirements
  
  10. Manage administrative paperwork for the organization including, but not limited to, insurance, registrations, records, contracts, background checks and policies
  
  11. Ensure organizational compliance with insurance to include: employees, directors and officers, liability, program, health, and partner organizations
  
  12. Manage all contracts
  
  13. Provide administrative support to all national events and competitions
  
  14. Provide administrative support to the Board of Trustees and manage all Board records
  
  15. Process all waivers
  
  16. Develop and prepare administrative reports as required
Program Volunteer Administration, Leadership, and Management

1. Develop and conduct administrative oversight and an annual review of all volunteer policies
2. Develop new volunteer policies as required
3. Facilitate and guide volunteers in effective leadership of programmatic administration based on the organizational mission and strategic goals and objectives as defined in the Strategic Plan
4. Ensure all staff, trustees, and volunteers complete background checks
5. Maintain staff, trustee, and volunteer records
6. Coordinate employee, volunteer, and participant travel
7. Administer the awards and recognition program
8. Provide administrative support to the Headquarters Staff and the Board of Trustees

Organizational External Relationship Development:

1. Publicly represent Project Healing Waters with the media and external constituency groups including community, governmental, and private organizations and build excitement for Project Healing Waters’ mission, vision, and principles
2. Provide administrative support to the Chief Development Officer in organizational fund development efforts including administrative management, promotion, and execution of national fundraisers and donor management
3. Represent the organization on task forces, as well as speaking engagements, conference panels, and training events

Strategic Plan Implementation:

1. Provide administrative leadership and input for all Strategic Plan implementation processes with the Chief Executive Officer and Staff
2. Mentor, train, and coach volunteer leadership as they administer the Strategic Plan and program operations
3. Develop and implement – with the Chief Operating Officer and the Chief Program Officer - a system for tracking and reporting on the progress to implement the Strategic Plan
Qualifications

This is an extraordinary opportunity for an individual with extensive nonprofit administrative management experience to grow and further develop a proven nonprofit organization that already made significant impact for the disabled veteran community. The successful candidate will partner with the Chief Executive Officer and work collaboratively with a high-performance management team. Specific requirements include:

1. Minimum BS/BA degree with at least 5 years of experience and a track record in executive nonprofit administrative management and volunteer leadership

2. Excellence in organizational management with the ability to coach a senior-level staff to manage and develop high-performance teams and develop and implement strategies

3. Deep experience in nonprofit administration

4. Track record of effectively leading a direct service organization with a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills

5. Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals

6. Ability to point to specific examples of having led organizational transformation projects and administrative development.

7. Past experience managing human resources including personnel, compensation, insurance, and recruiting

8. Unwavering commitment to quality programs and data-driven program evaluation

9. Fundraising experience with the ability to engage a wide range of stakeholders and cultures

10. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills

11. Action-oriented, entrepreneurial, flexible, and innovative approach to operational management

12. Passion, humility, integrity, positive attitude, mission-driven, and self-directed
General Duties

1. The Chief Administrative Officer is fully informed on organizational matters within their scope of responsibility and provides updates to the Chief Executive Officer, Chairman, and the Board of Trustees during scheduled Board meetings as directed by the Chief Executive Officer.

2. The Chief Administrative Officer must be creative and diplomatic under pressure with exceptional interpersonal and presentation skills.

3. The Chief Administrative Officer must possess an advanced knowledge and understanding of the administration for a nonprofit organization as well as administration for programmatic networking platforms and programmatic monitoring suite suppliers.

4. The Chief Administrative Officer must possess experience of administrative business and strategy development with the ability to build and leverage a strong network of peers and partners.

Evaluation

1. The Chief Administrative Officer reports directly to the Chief Executive Officer.

2. The Chief Executive Officer prepares the Chief Administrative Officer’s performance evaluation.

3. The Chief Administrative Officer’s performance is evaluated annually based upon the performance of assigned requirements and duties.

Approval and Review Dates

The Chief Executive Officer annually reviews all Project Healing Waters’ Job Descriptions.

Approval Date: 30 March 2017

Review Date: 1 January 2018

Todd S. Desgrosseilliers
Chief Executive Officer