

Chief Administrative Officer

Environmental Law & Policy Center

Chicago, IL. (Hybrid: Tuesday and Wednesday in office)

Salary: \$190,000 - \$200,000



The Organization

The Environmental Law & Policy Center (ELPC) is the Midwest's leading public interest environmental legal advocacy and eco-business innovation organization and is among the nation's leaders. We develop and lead strategic environmental legal advocacy campaigns to improve environmental quality and protect our natural resources. We are public interest environmental entrepreneurs who engage in creative business dealmaking with diverse interests to put into practice our sustainability principles that environmental progress and economic development can be achieved together.

ELPC drives transformational environmental policy changes at the national and regional level. We advance climate solutions with a focus on clean energy alternatives. We protect the Great Lakes and defend nine states in the Midwest's wild and natural places and resources, and we fight for safe, clean water and air for all. We combine effective public interest litigation and strategic policy advocacy, sound science and economic analysis. ELPC produces strong results in the courtrooms, boardrooms, and legislative and administrative hearing rooms across the Midwest and in Washington, D.C.

ELPC's growing, multidisciplinary staff of talented public interest attorneys, policy advocates, data scientists and communications specialists bring a strong and effective combination of skills to solve environmental problems and improve the quality of life in our communities. Our headquarters is in downtown Chicago, with additional offices and staff across the Midwest states and in Washington, DC. ELPC's annual budget is about \$15 million. Please visit www.ELPC.org.

The Position

ELPC is looking for a talented Chief Administrative Officer (CAO) to provide senior management of this leading edge, high-performance public interest advocacy organization's business operations. The CAO will report to and work closely with the Chief Executive Officer (CEO) to provide overall business management of the organization.

Reporting to the CEO and working with the senior management team, the CAO is responsible for running key elements of the business operations of the organization. The CAO oversees finance, human resources, IT systems, risk management, and compliance across the organization.

Leadership

- Advise the CEO and President on operational issues and organizational performance.
- Partner with the CEO and President and the senior management team to ensure that ELPC continues to be highly effective, well managed, and financially healthy.

Finance

- Serve as Chief Financial Officer.
- Manage cash and investments.
- Supervise Staff Accountant.
- Evaluate and update financial systems.
- Generate financial reports for funders and the Board.
- Oversee annual audit and 990 tax submissions. Work with CEO to manage \$15 million budget.
- Liaison to ELPC Board of Directors' Finance Committee.
- Manages grant fund accounting to maximize cash efficiency.

Operations

- Manage leases and operating issues for ELPC's Chicago headquarters and four remote offices.
- Review and sign off on all proposed contracts.

Human Resources

- Supervise and work closely with Chief HR Officer to explore and recommend benefits to the CEO, recommend HR policies, and address personnel issues.
- Oversee payroll and benefits administration.

Information Technology

- Supervise part-time IT consultant.
- Develop and execute IT policies, including security, document retention policies and AI use policies.
- Make all major software and hardware deployment decisions.

Compliance and Risk Management

- Ensure that ELPC complies with all applicable tax, labor, lobbying, and other legal and reporting requirements.
- Purchase insurance, oversee security, and design procedures to minimize organizational risk.
- Assist the CEO and ELPC Board of Directors' Risk Management Working Group.

THE IDEAL CANDIDATE

The ideal candidate for the CAO position possesses the following competencies:

Strategic Financial Planning	Financial Oversight & Reporting	Operational Management
Hands on financial planning, budgeting, forecasting, and performance analysis to ensure long-term sustainability and growth.	Managing cash flow, investments, audits, tax filings, and financial reporting to ensure accuracy, transparency, and strong stewardship of organizational resources.	Overseeing facilities, leases, and organizational contracts to maintain efficient operations and ensure sound business practices.
Senior Leadership	Human Capital & Compensation Management	Technology & Systems Governance
Member of the senior management team to ensure financial and operational alignment and effectiveness across all departments.	Partnering on HR strategy, policies, payroll, and benefits to support workforce stability, compliance, and organizational performance.	Directing IT strategy, systems, and policies to enable secure, efficient operations and informed decision-making across the organization.

Additional Qualifications

- 10+ years of senior operations/management experience in the nonprofit sector, preferably with an environmental or other advocacy organization.
- MBA or MPA degree preferred.
- Sophisticated knowledge of nonprofit accounting principles. Strong experience in financial operations. Ability to effectively supervise Staff Accountant. Proficiency in Microsoft suite, including Excel and Access.
- Working knowledge of computer networks, Office 365 administration, and basic IT troubleshooting; ability to effectively supervise IT consultant.
- An inspired and demonstrated commitment to public interest advocacy and the ability to work productively in a fast-paced environment with a team of skilled professionals. Deep appreciation for environmental protection and the work carried out by ELPC's program staff.
- Ability to operate independently as well as part of a geographically dispersed, multidisciplinary team, work on various other assignments as needed and manage multiple priorities with defined deadlines.
- Demonstrated ability to think strategically to advance the organization's mission.
- Collaborative work style.

COMPENSATION AND BENEFITS

For candidates who fully meet the requirements, the salary range is \$190,000- \$200,000. ELPC offers a very attractive benefits package competitive to leading national environmental and regional nonprofit advocacy organizations.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of July.

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[Submit an application](#)