



Promoting the wise use of all natural resources

Executive Director Job Description

Background:

The White River and Douglas Creek Conservation Districts (Districts) are political subdivisions of the State of Colorado, made up of locally elected officials whose special expertise is to provide leadership in the wise use of natural resources within the Districts' boundaries. The Districts' authorities, power, and structure are contained in the Colorado Revised Statutes, Title 35, Article 70.

Reporting to the two Boards of Directors (Boards), the Executive Director provides overall leadership for the daily operations of the Districts including budgeting; financial management and reporting; coaching, mentoring, and developing staff; and human resources. The Executive Director also plays a critically important external leadership role with ultimate responsibility for effective governance, financial stability, Board relations and development, resource development, and advocacy on behalf of the organization.

ESSENTIAL FUNCTIONS: The Executive Director reports to the Districts' Personnel Committee and is responsible for the organization's consistent achievement of its mission through the following essential functions.

- 1. Administration and Program Development:** The Executive Director has overall responsibility for the day-to-day operations of the Districts, working with staff to develop, maintain, and use systems and resources that facilitate the effective operation of the Districts to consistently implement the Long Range Plan (Strategic Plan).
 - Assure that the organization has a long-range strategy that achieves its mission and ensures consistent and timely progress.
 - Provide leadership in developing program, organizational, and financial plans with the Board of Directors.
 - Manage the organization, programs, policies, and budget as authorized by the Board.
 - Develop, implement, and maintain best practice internal control, human resource, and Board governance policies and ensure adherence to them.
 - Hire, manage, and retain enthusiastic and qualified staff. Maintain current job descriptions, competitive compensation packages, and performance evaluation processes.
 - Promote active and broad participation by Board members and other volunteers in all areas of the organization's work.
 - Ensure that the Districts are adhering to State laws and special district best practices in systems, processes, and communications.

- 2. Financial Management (Budget):** Ensure resources are managed wisely, and the Districts' strategic plan and goals serve as the basis for sound financial management to protect the Districts' assets.
 - Perform financial management including development of the annual budget and fundraising plan for Board approval and ongoing management.
 - Perform business management including oversight of day-to-day financial functions, legal agreements, insurance coverage, and statutory requirements.

- 3. Planning:** Preparing for the future is one of the most critical leadership responsibilities of the Executive Director. Working with the Boards, the Executive Director must develop a shared vision for the future of the Districts, build understanding around the mission, and develop appropriate goals and strategies to advance that mission.

 - Facilitate collaboration with stakeholders.
 - Support, guide, and advance the mission through strategic planning and program development.
- 4. Fundraising:** The Executive Director, in partnership with the Boards and appropriate staff, is responsible for developing and implementing fundraising systems and strategies that enable the Districts to meet their financial development goals and carry out its programs and operations. The Executive Director will:

 - Develop and implement the fundraising plan, including identifying resource requirements, researching funding sources, writing grants, and submitting proposals.
 - Oversee special projects funded through grants.
 - Oversee the administration and documentation of projects and grants.
- 5. Board Relations:** The Executive Director and the Boards form the leadership team of the Districts with each drawing upon their own unique strengths and abilities. The Executive Director and Boards have joint responsibility for developing and maintaining a strong working relationship and a system for sharing information that enables the Boards to effectively carry out its governance role.

 - Oversee execution of the Districts' policies, programs, and initiatives towards meeting the goals and strategic direction.
 - Build, sustain, and strengthen all Board functions such as meetings, policy compliance and committee work. Builds alignment and role clarity.
- 6. Communications/Public Relations:** The Executive Director serves as a primary spokesperson and public face for the Districts by effectively promoting the Districts, advocating for the mission and work of the Districts, and building relationships with constituent and stakeholder groups critical to success.

 - Develop and maintain a strong network and contacts in agriculture, natural resources, policy, etc.
 - Direct District activities to influence public policy on natural resource issues identified in Long Range Plan and the *Land and Natural Resources Plan and Policies* (LNRPP).
 - Implement the LNRPP by submitting written comments, providing testimony, etc. on federal land management issues.
 - Act as the Districts' agent when the Districts have Cooperating Agency status with federal agencies.
 - Build coalitions with like-minded organizations on public policy issues.
 - Deliver executive-level communications and materials.
 - Manage the flow of communications between the Districts and the public while building on the Districts' positive image.
 - Maintain a working knowledge of significant developments and trends affecting the Districts.
 - Monitor potential threats to the Districts' reputation and develop management plans as needed.
 - Establish sound working relationships with community groups and organizations.
 - Develop a strategic plan to secure improved mill levy funding in the future.
- 7. Other duties as needed in the leadership of the organization.**

KNOWLEDGE AND BEHAVIORAL COMPETENCIES:

- Enthusiastic and inspiring attitude; dedicated to agriculture & natural resource conservation.
- Demonstrated ability to develop, manage, and communicate a \$500,000 budget.
- Demonstrated ability to successfully secure and manage grants.
- Strong diplomatic skills, emphasizing ability to advocate and negotiate.
- Demonstrated ability to manage staff, and effectively prioritize and delegate.
- Strong analytical, problem-solving, and decision-making skills; ability to troubleshoot.
- Demonstrated ability to work independently and communicate effectively to confirm mutual understanding and alignment, when appropriate.
- Demonstrated ability to hold self and others accountable in decisions and daily work to ensure efforts are intentional, mutually understood and fully supportive of the Districts' mission and values.
- Strong attention to detail.
- Excellent organizational, time management and prioritization skills; demonstrated ability to develop and maintain standard, efficient work processes.
- Highly motivated and curious; thrives in a highly collaborative environment; ability to help turn high level vision into detailed execution.
- Excellent verbal, written and interpersonal skills; ability to effectively present information.
- Strong self-awareness; demonstrated commitment to learning and improvement.
- Professional and positive demeanor; remains cool under pressure.
- Knowledge of and commitment to the Districts' mission and vision.
- Willingness and ability to travel in state as needed, in fulfillment of job responsibilities.

TECHNICAL COMPETENCIES:

- Proficiency in MS Office 365 and Adobe is required.
- Proficiency in video conferencing using Zoom, Teams and similar platforms is required.

EXPERIENCE, EDUCATION AND CERTIFICATIONS:

- Strong background/experience in agriculture and/or natural resources.
- At least 5 years of experience in leadership roles within an organization.
- Executive Director experience preferred.
- Familiarity with government affairs and the Colorado legislative process preferred.
- Bachelor's degree. Previous life experience and work experience which demonstrates how a candidate will be successful in this role may be considered in lieu of a degree.
- A reliable vehicle, valid driver's license and proof of insurance is required.

WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:

This job requires the routine use of standard office equipment such as computers, phones, copy machines, AV equipment, and filing cabinets. The ability to lift up to 50 lbs., sit, stand, and walk for extended periods and work both indoors (office/classroom environment) and outdoors in inclement weather and across uneven terrain (field conditions) is required, with or without accommodation. This job requires the ability to frequently communicate and exchange accurate information. Visual, verbal and audio acuity are required with or without accommodation. This is a county-wide position requiring travel by car, often out of county, and remote work including frequent on-

line collaboration and meetings. It is anticipated that to be effective, the executive director will be on the road up to 20% of the time meeting with partners and representing the District at various activities. Some overnight travel will be required. Personal vehicle use is required. Travel expenses are reimbursed for travel related to job responsibilities.

Hours and Status: Full-time; overtime exempt

Performance Evaluation: Three-month, six month, and one year probationary period evaluations will be assessed by the Executive Director. Thereafter, an annual performance evaluation and review will be completed. Evaluations will be based on the current job description, attitude, self-motivation, and performance.

Termination of Employment: Employment is "at will" and may be terminated at any time by either party with or without cause. However, a courtesy expectation of 10 working days' notice by either party is expected for termination of employment.

Starting Salary: \$60,000 – \$80,000

Benefits:

- Retirement: PERA Employer contribution of 14.78%
- Health, Vision, & Dental Insurance: CEPT Employee premium paid by the District
- Annual Leave: 13 days per year
- Sick Leave: 9 days per year

Work Location: Office in Meeker, CO with limited remote opportunity.

APPLICATION PROCEDURE:

- Application Package
 - Cover Letter
 - Resume
 - One to two-page writing sample to demonstrate technical writing skills by writing on a topic involving agriculture and/or natural resources.
 - Three References

Send application package to Callie Scritchfield at callie.districts@gmail.com. Position will be open until filled. Call Callie at 970-878-9838 with any questions.

The White River and Douglas Creek Conservation Districts are an equal opportunity employer.