



RESPONSIBLE LAND
STEWARDSHIP

Posted January 11, 2017

JOB POSTING: EXECUTIVE DIRECTOR

FROM: Chama Peak Land Alliance Hiring Committee

Job Posting: Executive Director

The Chama Peak Land Alliance is seeking a full-time Executive Director who will guide the day-to-day administrative, financial, and programmatic actions of the organization. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission, financial objectives, and strategic goals.

The Chama Peak Land Alliance is a diverse group of conservation-minded landowners committed to embracing and practicing responsible land, water and wildlife stewardship in southern Colorado and northern New Mexico for the benefit of our tri-cultural heritage and for generations to come. This is a unique opportunity for a highly qualified candidate to become a critical part of a successful private lands based organization that is well known and respected throughout the region and the West.

I. Qualifications and Profile

- Visionary leader.
- Bachelor degree, or equivalent, in natural resources, agriculture, agricultural economics or related field.
- Understand the culture, history and community dynamics in the region.
- Ability to listen to and process a variety of perspectives and move conservation forward in a positive, collaborative manner and have an understanding of and sensitivity to the cultural heritage of the region.
- Excellent administrative and organizing skills, task-oriented and ability to meet deadlines.
- Excellent communication skills, written and verbal. Ability to share stories and lessons learned via web, video, presentations and other creative medias.
- Excellent office software ability; familiarity with Quickbooks, Microsoft Office, Excel, Powerpoint, WordPress, Little Green Light, Mail Chimp.
- Success with organizational management, especially in the non-profit sector.
- Successful experience with fundraising, marketing, and public relations.
- Experience and passion for conservation, agriculture, and non-governmental work.
- Willingness to travel in the Chama Peak Land Alliance region and spend days away from the main office.

II. Compensation, benefits and location

Salary range: DOE, full-time with benefits. Ideally located in the Alliance region (Pagosa Spring, CO; Chama, NM) or nearby cities such as Durango, CO or Santa Fe, NM.

III. Application Process

Submit cover letter, resume, and three references **by February 22, 2017** to board.chamapeak@gmail.com



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Overarching Responsibilities

- Assure the organization implements and updates its strategic plan in order to achieve its mission and goals in an effective and timely manner.
- Maintain and develop strong landowner member relations including recruitment, retention, and communications activities.
- Oversee fundraising, including grants, annual raffle, corporate sponsorships, and events.
- Assist the Board of Directors in achieving an effective Board by providing administrative support through recruitment, orientation, development, and training.
- Provide leadership and direction in developing programs, organizational plans, and financial/yearly budgets with the Board of Directors and staff, and ensure compliance with the plans, policies, and organizational bylaws authorized by the Board.
- Maintain records and documents that ensure compliance with federal, state and local regulations.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Work with consultants and partners on projects that achieve the organization's mission.
- Be the face and name in the community that represents the organization and discusses opportunities, concerns, and issues as they arise and need to be addressed.

Staffing:

- Be responsible for the recruitment, employment, and release of both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place; encourage staff and volunteer development.
- Maintain a team-oriented climate that attracts, keeps, and motivates a diverse and qualified staff.
- Conduct staff retreats, calls, and dialogues to promote work plan integration.

Budget and Finance:

- Work with the staff, Executive Committee, and the board in preparing and obtaining an approved yearly budget; see that the organization operates within approved budget guidelines.
- Be responsible for developing and maintaining sound financial practices.
- Maintain online Quickbooks database in coordination with a CPA; oversee the preparation of quarterly financial reports and distribution to the Board of Directors.
- Ensure that adequate funds are available to permit the organization to carry out its work.

Programming:

- Communicate with and survey landowners to organize and present programs that reflect Board and community priorities in ways that attract participation from community members and partners.
- Execute all programming and collaborate with staff and partners to ensure campaign success.
- Interact and maintain liaison with members, volunteers and outside/community agencies in facilitating program objectives.

Communications and Marketing:

- Maintain excellent communication with the Board and communicate clearly with staff and membership on Board approved organizational strategies, policies, resolutions, and directives.
- Establish and maintain excellent communications and sound working relationships with members and partners throughout the region.
- Serve as the primary spokesperson to the organization's constituents, the media, decision makers and the general public.
- Advocate for and publicize the activities and mission of the organization, its programs, and goals.
- Engage the public and members with constant Facebook, Instagram and other social media avenues.