



## BLUE RIVER WATERSHED GROUP FULL-TIME EXECUTIVE DIRECTOR JOB DESCRIPTION

**APPLICATION CLOSE DATE:** March 15, 2024

**POSITION TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**LOCATION:** Summit County, Colorado. Hybrid remote, must be able to attend events in Summit County

**TERM:** Full-time, 40 hours per week, exempt position, flexible schedule, no benefits provided

**SALARY:** \$60,000 - \$75,000 annual salary, depending on experience

### ABOUT THE BLUE RIVER WATERSHED GROUP

The Blue River Watershed Group (BRWG) is a non-profit organization dedicated to the conservation and sustainable management of the Blue River watershed. Committed to community engagement we work to protect, promote, and restore the health of the Blue River watershed through various programs, projects, and initiatives.

BRWG is a small nonprofit with a staff of 2.5 full-time equivalent positions planned for 2024. The Executive Director is supported by a ten-member volunteer Board of Directors.

### POSITION OVERVIEW

The Blue River Watershed Group (BRWG) is seeking an Executive Director (ED) to lead the group through the implementation of restoration projects, collaborative initiatives, and thoughtful planning. The Executive Director will continue building a strategic direction for BRWG through significant community involvement and partnerships.

The Executive Director is responsible for all day-to-day administration of the organization, financials, fundraising, event planning, and the strategic direction of the organization. This position requires a flexible and versatile leader as the work blends technical work with community outreach and relationship building.

### RESPONSIBILITIES

The main responsibilities of the Executive Director are listed below. This list is not intended to be a comprehensive list of duties; the Executive Director is responsible for other projects and tasks as they arise.

- **Financial Management:** The ED is responsible for bookkeeping, budgeting, forecasting, cash flow management, reporting and all other financial duties.
- **Administrative Oversight:** The ED must maintain BRWG's proper insurance, complete reports to the Secretary of State, IRS etc. to ensure the nonprofit remains in good standing.
- **Staff and Contractor Management:** The ED is responsible for staff management including hiring, timesheet review, annual staff reviews, disciplinary action, and general human resource support. Project Contractors, Project Managers, Engineers, Researchers and all other subcontractors are managed by the ED. Payroll is outsourced.
- **Event Planning:** BRWG's foundation rests on community outreach, education, and involvement. The Executive Director is responsible for event oversight and strategic event planning. The Blue River Cleanup Watershed Festival is the group's cornerstone annual event.
- **Grant Writing, Management, and Reporting:** BRWG is funded by numerous general fund and project grants. The Executive Director is responsible for all grant oversight with the help from the Advancement and Program Directors, all grants must be properly managed, reported on and reimbursement requests must be completed regularly. This role must also work to expand the grant program by researching and applying for new grant opportunities.

- **Fundraising:** The Executive Director will work with the Advancement Director to build a diverse set of funding sources outside of events and grant awards. Specifically, the ED will expand the membership-based giving program (for both individuals and businesses) as well as cultivate corporate and individual donors to form a major gifts program.
- **Strategic Planning:** The Executive Director will work with the Board of Directors to define measurable goals for the organization and create a plan to achieve those long-term goals. The ED will ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- **Marketing:** The Executive Director will organize marketing efforts through social media, email campaigns, advertising, and newsletters and more. The ED will support continuous updates and maintenance of BRWG's website.
- **Outreach and Engagement:** The Executive Director is the face of the organization and will continue to reach out to new audiences and work to keep current stakeholders engaged with BRWG. The ED shall establish relationships with local and regional organizations to support partnerships and collaboration. The ED will support leadership in Summit County's Outdoor Coalition.
- **Project Management:** It is the responsibility of the Executive Director to ensure that BRWG's current and future projects and project phases are planned and implemented thoughtfully, effectively, and efficiently. The ED must communicate and publicize project success and program results.
- **Board Interface:** Develop, maintain, and support a strong Board of Directors; seek and build board involvement with strategic direction for fundraising, projects, and events.

#### **BASIC QUALIFICATIONS:**

- Bachelor's degree or equivalent education in a related field; 3 or more years relevant professional work experience preferred
- General knowledge of watershed issues and management
- Display excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives
- Give examples of successful previous experience with:
  - Financial management, budgeting, forecasting, and reporting
  - Administrative oversight of a non-profit organization
  - Grant management, writing, and reporting experience especially with larger Federal and State grants
  - Project management
  - Event Planning
  - Networking, collaboration, and partnership building
  - Working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Must be a action oriented, adaptive, innovative, self-starter, strategic thinker, and independent learner who can work with minimal direct supervision
- Must have the ability to work remotely with reliable transportation to attend meetings and events
- Detail-oriented and organized, with experience managing multiple projects simultaneously, completing tasks on often fast timelines, and effective communication around shifting needs and/or priorities
- Comfort and confidence defining and tracking project deadlines, soliciting and incorporating input from team members and partners while continuing to move projects forward, often multiple at one time
- Working knowledge of Word, Excel, PowerPoint, QuickBooks, Canva, Weebly, Square, Donorbox, Stripe, and RallyUp; or willingness to learn.
- Excellent interpersonal and communication skills (oral and written), a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills

- Unwavering commitment to supporting Blue River Watershed Group's mission and goals
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth

**NOTES:**

The Executive Director will receive 80 hours of paid vacation annually after completion of a 90-day probationary period.

Because BRWG does not have a physical office, the Executive Director will work remotely and the schedule is flexible as long as commitments are being met. Even though the work is remote it is important that the Executive Director **live in or near Summit County** to be available for in-person meetings, events, and offer a local community presence.

**TO APPLY**

Interested candidates should submit a resume, cover letter, and writing sample to [info@blueriverwatershed.org](mailto:info@blueriverwatershed.org). References, work sample review, and interviews will be part of the selection process. The deadline for applications is March 15th, 2024.

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*Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Blue River Watershed Group is an Equal Opportunity Employer. We encourage applications from candidates of all backgrounds and experiences who are passionate about issues affecting water and land conservation in Colorado and the western US.*