



Executive Director Position Description

Position Overview: The Colorado Headwaters Land Trust (CHLT) Executive Director will, under the guidance of the Board of Directors, develop and implement plans to achieve CHLT's vision, raising funds and creating awareness necessary to accomplish the work, and building the organization to insure it is highly effective at accomplishing its mission. The position reports to the Board President.

Responsibilities:

Organization Leadership

- Oversee implementation of strategic plan developed by the Board and maintain alignment with vision and mission.
- Lead Land Conservation activities, focusing on strategic priorities.
- Work with Treasurer to develop a budget to be approved by the Board.
- Provide support to Board of Directors as detailed below.
- Recruit, hire and manage staff.
- Manage CHLT's office administration, accounting and communication.

Conservation Leadership

- Generate and complete easement projects through landowner outreach and relationship building.
- Represent CHLT and its mission of promoting conservation easements across the county and with various interest and community groups.
- Collaborate with other conservation partners including other land trusts, government entities, private businesses and individuals.
- Maintain and maximize the benefits of CHLT's existing partnerships and relationships in the land conservation arena.

Development

- Identify, cultivate, and solicit new and existing donors.
- Prepare grant applications as needed.
- Collaborate with the Board to develop and coordinate fundraising projects.
- Develop other sources of financial support for CHLT.

Marketing and Outreach

- Serve as CHLT representative and as primary point of contact including at community and professional events.
- Direct strategy and implementation of special events, booths and presentations.
- Coordinate and/or oversee social media, press releases and other public communications.

CHLT Board Relations

- Assist the Board with strategic planning.
- Support board member recruitment and orientation.
- Provide ongoing Board training as needed.
- Communicate Land Trust activities to the Board in a timely and effective manner.
- Serve as the liaison between staff and Board.
- Schedule Board meetings and develop meeting materials.
- Attend various board committee meetings and provide input and assistance.

Other Duties as Assigned.

Required Skills:

- At least 3 years of professional experience.
- Excellent writing and public speaking skills.
- Management of complex projects involving collaboration with multiple partners.
- Experience with MS Office and other applicable software applications.
- An undergraduate degree from an accredited institution in a relevant field of study.

Desired Skills:

- Experience successfully executing conservation easements or other real estate transactions.
- Successful experience leading an organization through fundraising and development campaigns.
- Experience with public relations, outreach, marketing and special events.
- Experience working with and/or managing non-profit organizations.
- Knowledge of/experience in Grand County.
- Ability to work effectively with all constituencies in Grand County (e.g., ranchers, tourism industry, second home owners).

Applications accepted until the position is filled.

Email inquiries and resumes to:

HR@coloradoheadwaterslandtrust.org