Executive Director Hiring Announcement

Organization Description
The Middle Colorado Watershed Council (MCWC) was initially organized by a group of visionary community leaders as an informal partnership in 2009 and formalized as a 501(c)(3) non-profit organization in 2013. Our mission is to evaluate, protect and enhance the health of the middle Colorado River watershed through the cooperative effort of watershed stakeholders. The MCWC advocates for comprehensive watershed management by facilitating an approach that engages interested stakeholders, including appropriate federal, state, and local governmental agencies, for the purposes of watershed planning, water quality monitoring, watershed restoration, and educational programming. More information can be found at www.midcowatershed.org.

Position Summary
MCWC seeks an enthusiastic, creative, go-getter to take the helm as a part-time Executive Director and help us grow our organization! This is an exciting opportunity for somebody looking to take charge and build on our last few years of gathering momentum. The Executive Director develops and implements short and long-term strategic plans to grow and strengthen the organization’s ability to have a positive impact among the communities it serves. This position reports to the Board of Directors (currently 9 directors) and is supported by a staff consisting of a full-time watershed specialist, half-time community outreach coordinator, and half-time project manager. The Board seeks someone who demonstrates vision, courage, patience, and the ability to provide diligent external and internal leadership. Specific duties are outlined below.

Duties
It is envisioned that the position will require an approximate 50% effort on management/organizational matters and another 50% on public relations/development/fundraising.

Organizational Management
- Provide leadership in communicating the vision and role for MCWC in the watershed community through implementation of the organization’s strategic plans.
- Work with the Board to further the organization’s missions and goals through cultivating Board involvement, recruitment, and training.
- Working with the Board, facilitate review and periodic updates of MCWC’s strategic planning documents, and advise on organizational and programmatic needs.
- Provide administrative and technical support to the Board and its committees.
- Oversee the efficient and effective day-to-day operation of the organization.
- Monitor and recommend updates to the Board for internal business policies and practices.

Program Management
- Work with Board and staff to design and implement (or continue) fundable programs that respond to community needs and are consistent with MCWC mission and vision.
- Establish staffing structure to meet programmatic needs, hiring highly qualified staff and contractors, and managing them to succeed.
- Oversee the planning, implementation, execution, and evaluation of MCWC’s portfolio of projects. Monitor and review all outputs to ensure timely delivery of high quality products and services.
Public Relations
- Engage partners and communities who share overlapping objectives in MCWC projects and activities. Enhance and expand partner relations.
- Create and maintain project partnerships with other watershed groups and related nonprofit organizations.
- Raise public awareness of the accomplishments and goals of the MCWC.

Fundraising
- Assume responsibility for and collaborate with staff, finance/development committee, and Board to raise revenues for the MCWC. Provide leadership and oversight for the grant-writing process in relation to specific programs and projects.
- Increase the organization’s capacity through building and diversifying funding sources to a balanced representation of grants, foundations, membership and local donations.
- Cultivate effective personal relationships with private donors, foundations, and businesses (actual and prospective).
- Work with and support the MCWC Board, finance/development committee, and staff to develop and implement annual fundraising plans.

Financial Management
- Prepare and manage annual budget (with MCWC finance/development committee). Administer funds of the organization according to the approved budget and monitor monthly cash flow.
- Complete monthly accounting in Quickbooks by posting account transactions, reconciling bank statements and transactions, and providing electronic reports to Treasurer.
- Create invoices, pay vendors and maintain financial records sufficient for grant administration and reporting purposes. Oversee and provide quality control on all grant reporting.
- Ensure compliance with all legal requirements for 501(c)3 organizations.
- Regularly report to the MCWC Board, in association with Treasurer, on financial status.

Qualifications
Specifically, the ideal candidate would possess the following:
- Enthusiastic, positive attitude and a passion for serving our communities, building relationships, and enhancing the watershed;
- A bachelor’s degree in natural resources, public policy, non-profit administration, business management, or other relevant and related field;
- Previous non-profit and management experience including budget development/management and grant management;
- Experience in fund development and public relations;
- Strong track record as a highly productive and motivated individual with an ability to multi-task and still avoid burnout;
- Excellent written, verbal and electronic communications skills;
- Skill in public speaking and ability to represent MCWC in public forums;
- Flexibility in work schedule to accommodate occasional evening and weekend meetings, events and outings;
- Tact, sensitivity, and a sense of humor in working with a diverse array of colleagues and stakeholders with different social and political backgrounds; and
- Familiarity with Colorado water and rural watershed issues.
Location and Work Environment
The qualified individual will be expected to base out of the MCWC’s office in Rifle, Colorado, understanding that flexibility in working remotely may be more efficient and effective at times.

Term and Compensation
This is a one-year, part-time (1,000 hours), contract position with an opportunity for renewal in subsequent years based on performance and availability of funding. Contractor is responsible for its own insurance and benefits. The position is currently funded through grants and donations. The candidate will have the opportunity to increase the number of hours and compensation through program growth and commensurate fundraising.

Deadline for Application
The position is open until 5PM MST on April 9, 2018 or, if not filled, open until filled thereafter.

Application Instructions
To apply, please e-mail a resume, contact information for three references, a one-page cover letter highlighting the education and experience you will bring to the position, and a statement of compensation requirements to Laurie Rink, MCWC Executive Director at laurie@midcowatershed.org. Website: www.midcowatershed.org. E-mail inquiries are welcome.