



## **Keep It Colorado**

### **Job Description—Executive Director**

Updated April 6, 2023

#### **Position Summary**

The executive director serves as the face of Keep It Colorado, provides leadership, vision and strategic direction, and is responsible for the development, oversight and implementation of policies, procedures and goals as established by the board of directors and as set forth in Keep It Colorado’s business plan. The executive director is a passionate advocate for land conservation in Colorado, is politically savvy and diplomatic, and leads with empathy, curiosity and an interest in advancing land conservation across the state.

This is a full-time, exempt position with benefits.

#### **About Keep It Colorado**

Keep It Colorado’s mission is to unite, elevate and empower Colorado’s conservation community to protect the lands and waters that define our state. As a nonprofit coalition of conservation organizations, we are intent on creating a future in which conservation, protection and stewardship are priorities for Colorado’s communities.

Land trusts form the core of our membership, and we represent their interests. We are also a voice for public agencies, nonprofits and other conservation champions that are conserving and stewarding Colorado’s private and public lands and water.

Collectively, our coalition’s work:

- continues the future of Colorado’s working family farms and ranches;
- protects our state’s large, connected natural areas including wildlife habitat, rivers and lakes, and open spaces and scenic vistas; and
- enables Coloradans and visitors to enjoy our state’s iconic beauty, from the prairies and deserts to the mountains, today and in the future.

#### **History and Role of Keep It Colorado**

Colorado is renowned for its natural beauty and the many natural assets that attract people to this state. The many public agencies and private land trusts that operate in Colorado and that have been tasked with protecting the landscapes, working lands, wildlife and other natural resources have been nationally recognized for their conservation success. Keep It Colorado was formally launched in 2019 to serve as a coalition for more than 35 land trusts and local governments that have collectively conserved more than 3.3 million acres of private land in Colorado.

In 2023, the coalition adopted a statewide private land conservation plan that aims to conserve another 3.3 million acres in the next 10 years, while also focusing on efforts to advance community-centered conservation programs and equity work throughout the state. A priority for the executive director will involve implementation of the plan by providing inspiration and vision and by creating new opportunities for conservation organizations, elected officials, funding partners, governmental entities, private landowners and others to work together and achieve the ambitious goals the community has identified.

### **Duties and Responsibilities**

The executive director's responsibilities include, without limitation:

#### **Outreach, Member Engagement and Partner Relations**

- Actively listen to community needs and incorporate emerging issues and opportunities facing land conservation, provide educational opportunities, and help member organizations expand their work and become more effective
- Grow the coalition by building authentic relationships with additional conservation organizations, businesses and others that have a stake in land conservation
- Engage with and support coalition members
- Represent Keep It Colorado at the regional, state and national level and improve the organization's visibility through media channels, speaking engagements, and participation in conferences

#### **Fundraising**

- Create and lead a fundraising program to fulfill Keep It Colorado's annual and long-term financial goals
- Develop, cultivate and steward relationships with major donors, corporations, foundations, Great Outdoors Colorado, state agencies, the Governor's Office and other financial partners
- Sustain membership and giving levels by recognizing members, donors and other financial sponsors in an authentic and meaningful manner
- Inspire support from the board of directors and enable board members to be fundraising ambassadors for Keep It Colorado
- Write grants, build alliances with other conservation organizations, and identify and secure new ways to financially support Keep It Colorado and land conservation

#### **Policy Development**

- Identify new and defend existing state and federal policies that enable additional land conservation and that support Colorado's conservation sector
- Work with coalition members, the policy committee, lobbyists and the board of directors to create a policy platform and strategies that accomplish the coalition's

- annual and longer-term legislative goals
- Build and nurture legislative support for Keep It Colorado's initiatives by working closely with land trusts and public agencies and the elected officials that represent their service areas

### **Organizational and Financial Management**

- Work with the board to develop and implement strategic directives
- Consult and seek guidance from the board of directors regarding annual goals and key performance indicators by coordinating board meetings and committee meetings, and by having regular communications directly with members of the board of directors
- Recruit, support, develop and supervise a highly qualified, motivated staff through open communication and respect
- Co-create individual workplans with each employee that reflects annual goals/key performance indicators and delegates responsibilities based upon each employee's strengths and expertise
- Create and sustain an organizational culture that values respect, diversity, inclusion, teamwork, flexibility, collaboration, accountability and outstanding customer service, and that reflects Keep It Colorado's core values
- Oversee all financial and management policies, procedures, and systems to ensure legal compliance and the highest level of efficiency and quality throughout the organization

### **Desired Qualifications**

The executive director will have the ability to inspire and motivate staff, members and others toward success at a mission-driven organization. The director will be an effective manager with the ability to rally constituents around a common goal.

- High degree of energy, integrity and determination, as well as the intellectual, organizational, and personal qualities to quickly earn respect and foster collaboration from diverse constituencies
- Willingness and motivation to engage with diverse communities and to advance the organization's diversity, equity, inclusion, and justice goals in alignment with Keep It Colorado's core values and strategic vision
- Knowledge and understanding of principles of successful fundraising and donor stewardship
- Knowledge of working with a board of directors and other key partners and leaders
- Proficiency in strategic planning, resource allocation, leadership, human behavior and performance, and coordination of people and resources
- Proficiency in fiscal and strategic management
- Highly efficient in priority setting, time management and meeting deadlines under pressure
- Ability to work and make judgments independently and take initiative
- High degree of familiarity with government relations processes, legislative affairs

- and statewide coalitions or associations
- Strong oral and written communication skills; multi-lingual applicants a plus

### **Location**

Denver-metro or other Front Range area is preferred but Keep It Colorado is willing to consider other locations within Colorado. Frequent travel is required for in-person meetings with staff, member and partner meetings around the state, and legislative initiatives in downtown Denver.

### **Hiring Salary**

\$115,000 - \$150,000 per year depending on experience and qualifications. The board will provide annual performance appraisals and consider commensurate salary increases based on performance.

### **Benefits**

Keep It Colorado offers a competitive compensation package including health insurance, life and disability insurance, paid time off (sick, vacation, holidays) and a collaborative, flexible work environment.

### **Core Values**

Keep It Colorado believes that the charge of our organization is to deliver industry leadership. That leadership is dependent on how well we follow a set of guiding principles that help us make decisions, choose direction, and drive our work every day in pursuit of our vision and mission. We value Colorado, bold ideas, problem-solving, an inclusive and collective approach, a strong service ethic and balance.

### **EEO Statement**

Keep It Colorado is committed to equal opportunity employment for everyone, regardless of age, military or veteran status, race, creed, color, gender, gender variance, sexual orientation, religion, national origin, disability, genetic information, or marital or parental status, or any other status protected by applicable state or local law. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the general public.

Keep It Colorado strives to be an inclusive and equitable place to work and build community and encourages candidates with diverse backgrounds and multicultural skillsets and experiences to apply.

### **How to Apply**

Applications will be accepted and assessed on a rolling basis. Best consideration will be given to applications received by midnight on April 28, 2023. Please send your cover letter and resume to [jobs@keepitco.org](mailto:jobs@keepitco.org).