

Coalition for the Poudre River Watershed
320 East Vine Dr, ste 317
Fort Collins CO 80524
Tel 970-222-5754
www.poudrewatershed.org



The Coalition for the Poudre River Watershed (CPRW) is hiring an **Executive Director**. If you are a smart, energetic nonprofit leader that is passionate about keeping the Poudre River watershed resilient and want to share that passion with others, then CPRW has an opportunity for you. The ideal candidate will be a skilled, mission driven, self-directed leader, with a proven track record of successfully managing nonprofits; and is knowledgeable about watershed health. This position has the opportunity to play a visionary role for the health of the Poudre River watershed.

About CPRW

We are a nonprofit dedicated to building a healthy and resilient Cache la Poudre Watershed. Our mission is to improve and maintain the ecological health of the Poudre River watershed through community collaboration. CPRW initially formed in the summer of 2012 as part of a local call to action by watershed stakeholders following the High Park Fire. In May 2013, CPRW was formally established and registered as 501(c)3 nonprofit. CPRW has played a key role in leading regional watershed recovery efforts following the 2012 High Park and 2020 Cameron Peak Wildfires and the 2013 Front Range Flood. CPRW & watershed stakeholders have also collaborated to develop a watershed plan for the upper Cache La Poudre watershed that defines & prioritizes areas to reduce risk to high priority threats like wildfires and floods, and staff continue to lead a range of projects to reduce risk and improve resiliency within the watershed including multiple engagements within the lower watershed. Our collaborative was recognized twice by Larimer County with a Larimer County Environmental Stewardship Award.

General Job Description

The Executive Director is responsible for the overall leadership, governance, and management of CPRW. This includes leading staff to address the mission, goals, and strategic objectives of the organization. The Executive Director will also foster external relationships and develop new sources of funding to ensure organizational sustainability.

Expected start date: Summer 2021

- Salary range: \$70,000-\$80,000 dependent on experience, with \$20,000-\$30,000 in additional stipend, based on performance
- Full-time, exempt position (40 hrs/week)
- Benefits: vacation, sick time, paid holidays, IRA Simple benefits, health insurance stipend
- Position reports to the Board of Directors

ESSENTIAL JOB FUNCTIONS

- Provide vision and strategic plan for the organization's objectives within the Poudre River Watershed, in collaboration with the Board of Directors.
- Report to and work closely with the Board of Directors regarding policy decisions, fundraising and to increase the overall visibility of the organization.

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- Supervise and manage staff to ensure project completion, assist with project goal setting, and performance accountability.
- Plan and manage CPRW's annual budget.
- Submit grant proposals and seek new grantmaking opportunities.
- Build and maintain strategic relationships with CPRW's key stakeholders, media, and the general public, and use those relationships to enhance CPRW's mission and influence.
- Implement board approved employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services & projects.

DETAILED JOB DESCRIPTION

FUNDRAISING & FUND MANAGEMENT (20%)

- Work with communications and fundraising staff/board to develop messaging for donor communications and related content (donor emails, mailings, etc.)
- Lead annual appeal and other fundraising campaigns.
- Increase donor giving and retention.
- Work with staff to ensure donor data is accurately tracked in CPRW's donor software and appropriate donor recognition and follow up communications occur.
- Expand local revenue generating and fundraising activities to support existing program operations.
- Work with staff and board to build and elevate CPRW's brand.

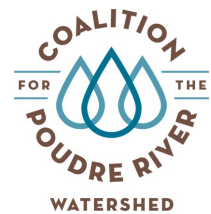
BOARD GOVERNANCE: (5%)

- Responsible for leading CPRW in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
- Oversee Board and committee meetings, working with the Board Chair to develop agendas.
- Work with Board to manage and maintain adherence to all organizational policies.

ORGANIZATIONAL & PROGRAM MANAGEMENT (45%)

- Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for the hiring, management, and retention of competent, qualified staff.
- Maintain success of existing programs and projects and develop vision/funding streams for new program areas.

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- Responsible for the effective administration of CPRW operations.
- Responsible for signing all notes, agreements, contracts and other instruments made and entered into and on behalf of the organization.

STAKEHOLDER & COMMUNITY ENGAGEMENT & OUTREACH (30%)

- Develop vision for stakeholder engagement in the Poudre basin. Implement programs for appropriately engaging stakeholders to drive program outcomes.
- Act as CPRW's primary spokesperson for all media, public engagements, and stakeholder settings.
- Assist staff in organizing and promoting community engagement/outreach events to help ensure targeted attendance and participation.
- Occasionally represent CPRW at local festivals/events; identify new opportunities for CPRW to promote its mission at existing outreach events.

Minimum Qualifications

- 5 – 7 years of professional experience, preferably in a leadership role with environmental nonprofit(s)
- Bachelor's degree in a relevant field
- Proven track record of fundraising (grants and donor)
- Strong communications skills
- Commitment to collaboration and partnership building
- 3 – 5 years of staff supervision
- Strong project management skills and ability to effectively multitask
- Must enjoy working and communicating with private landowners & other members of the public
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

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Preferred Qualifications

- A post-graduate degree (MBA, Msc, etc) degree and a demonstrable knowledge, understanding, and passion for rivers, forests, and watershed issues. An understanding of local water and environmental laws and regulations is an asset.
- Five or more years senior nonprofit management experience.
- Demonstrable experience with managing federal funding, procurement processes, and related compliance is an asset.
- Ability to manage time and diverse activities under deadlines while delivering quality results.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including 3 – 5 years working on budget preparation, analysis, decision making and reporting; a clear understanding of nonprofit financial reporting (profit and loss, balance sheets, budget to actuals)
- Strong work ethic with a high degree of energy.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning and program implementation
- Ability to work effectively in collaboration with diverse groups of people.
- Is passionate and skilled at working with stakeholders and can engage a wide range of stakeholders, communities, and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills

Working Conditions

This job will require working in an office setting and field setting. Field conditions may include varying and extreme weather conditions, cold, heat, sun exposure, wet weather, potential exposure to irritants such

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as dust. Work may include occasional weekend and evening hours. Duties will also include driving of employee's personal vehicle (with mileage reimbursement).

How to Apply:

Position Open Until Filled. Please send a cover letter, resume, & 3 references to jordana@twistedrivercompanies.com. Please include your last name – E.D. position into the subject. **No phone calls please.** Applications may be mailed to Coalition for the Poudre River Watershed, 320 east Vine Dr, ste 317, Fort Collins CO, 80524. Email is preferred due to reduced occupancy at the office.

The Coalition for the Poudre River Watershed is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position.