



Are you passionate about conservation and connecting people to the natural world? Do you enjoy storytelling, community engagement, and collaborating to improve the environment? Want to work for an innovative organization in beautiful Southwest Colorado?

**Montezuma Land Conservancy (MLC) is hiring a full-time Deputy Director to join our dynamic, fun, and caring team.** Located in Cortez, Colorado, MLC is one of the state's premier, locally led, conservation organizations. Since 1998, MLC has worked with landowners to conserve over 46,000 acres throughout our community and is developing innovative community engagement programs alongside our local, statewide, and national partners. Our

seven-person team works together to ensure a deep culture of care within the organization, a healthy and safe working environment, and a curiosity for exploring ways to think differently about the work of a land trust. Still interested?

### **Summary of Position:**

**We seek a motivated, creative, and passionate person to join our small team with a big vision.** The Deputy Director collaborates alongside the Executive Director and Operations Manager to support core functions of MLC's administration, fundraising, and communications.

Montezuma Land Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community are encouraged to apply for this role.

### **Primary Duties and Responsibilities:**

#### Administration and Programs

- Assist Executive Director and Operations Manager in strategic business planning and operations.
- Assist with hiring, training, and supervision of staff
- Fill leadership role during temporary or permanent absence of the Executive Director with support from Operations Manager
- Serve on board Outreach Committee
- Lead and assist with special programs, as needed
- Act as staff liaison to MLC Next Generation Advisory Board (NGAB)

#### Communications and Outreach

- Work alongside MLC staff to support communication and outreach for community engagement programs and conservation projects
- Lead MLC's social media (Facebook and Instagram) and e-news outreach
- Support MLC's new website buildout and maintenance

- Oversee MLC's printed newsletter content development
- Develop community outreach materials to share MLC's stories of success for programs and conservation efforts
- Manage press releases and media outreach for events and grant announcements
- Make sure MLC's outreach is available and accessible to a broad diversity of community members
- Work with MLC staff and consultants to develop outreach and communications calendar
- Lead planning and implementation of MLC events

#### Membership and Development

- Lead annual appeal and renewal campaigns
- Organize membership outreach events with board and staff support
- Foster existing and create new major revenue streams
- Support Executive Director in grant writing, management, and reporting
- Lead business member outreach and MLC's donor relations
- Manage and track donation and membership data and outreach

#### Board of Directors

- Assist Executive Director as point of contact with MLC Board of Directors
- Ensure staff support to the board and committees
- Support new board member recruitment, onboarding, and engagement with executive director

#### **Minimum Qualifications:**

- College degree or commensurate professional experience in related fields
- Enthusiasm for land conservation, community engagement, and the southwestern Colorado landscape
- Proven track record in clear communication, both written and verbal
- Proven success with grant writing
- Valid driver's license and reliable transportation
- Proficiency with Microsoft Office 365 and Suite

#### **Skills and Desired Attributes:**

- Creative thinker with a self-driven work ethic
- Commitment to and enthusiasm for land conservation and community engagement
- Value for a team-oriented work environment
- Passion for communicating story to a diverse audience
- Ability to build key relationships
- Attention to detail and organizational skills
- Strong critical thinking skills

**Other Expectations:**

- Attend weekly scheduled staff meetings and admin team meetings
- Assist with special events as needed
- Attend board meetings (six per year)

**Compensation and Benefits:**

- \$55,000-60,000 depending on experience
- Full-time exempt salaried
- MLC offers a competitive benefits package including the opportunity to participate in an Individual Health Coverage Reimbursement Account (ICHRA) often resulting in little-to-no out of pocket costs for individual coverage, 20 days of paid vacation, 10 days of paid sick leave, 11 paid holidays, sabbatical opportunity, and a Simple IRA with 3% matching retirement plan
- Flexible working schedule. Please note this is an in-person position and there will be some weekend and evening hours required for events
- Professional development opportunities

**To Apply:**

Please send resume, cover letter, and three references to [travis@montezumaland.org](mailto:travis@montezumaland.org). Applications are due by **5pm Mountain Standard Time on Friday, July 8th**. Applications will be reviewed on a rolling basis and position may be filled before deadline.