

Executive Director, Montezuma Land Conservancy

Cortez, CO

DEADLINE: JULY 15<sup>TH</sup> OR UNTIL FILLED

Montezuma Land Conservancy is seeking an accomplished and passionate leader to implement its strategic vision in land protection and community engagement in Cortez, Colorado. The successful candidate will have proven ability in private land conservation, strategic planning, management, and program planning. A genuine passion for farm and ranch protection in rural communities is required. Proven success in fundraising also highly desired.

Montezuma Land Conservancy is located in Cortez, Colorado. MLC has been conserving local lands since 1998 and holds 86 conservation easements that protect over 44,000 acres across three counties. Two years ago, MLC expanded its scope into community conservation, which will be a primary program growth area in the years to come.

### **Components**

#### **Board of Directors (10%)**

- Ensures effective engagement of all Board Members through regular communication with the President and Board, by preparing high quality board materials, and through board meeting coordination, presentations and follow-up.
- Ensures appropriate level of staff support to the Board and its committees and participates in committee meetings as appropriate.

#### **Staff Leadership (20%)**

- Creates an inclusive environment and positive culture where staff is engaged, achievements are communicated and recognized, and individual and collective accountability and teamwork is fostered.
- Directs the respective programs within MLC: Land Protection, Stewardship, Outreach and Education, Fundraising, Administration.
- Supervises and directs staff in the performance of their duties, being ultimately responsible for ensuring the quality and effectiveness of their work.
- Evaluates the performance of staff members, and provides overall direction for personnel functions.

#### **Finance and Organizational Oversight (15%)**

- Provides effective management, internal control and reporting of financial resources through direct supervision of Administrative Assistant position.
- Oversees annual financial audit by an independent CPA.
- In coordination with Finance Committee, creates and manages annual budget.
- Provides strategic financial leadership and ideas for the organization as a whole, engaging staff, Board members and stakeholders in effective planning efforts.
- Manages corporate and financial record-keeping.
- Oversees policy research and development.

#### **Development (20%)**

- Acts as the “face of the organization” to major donors and the community at large.
- Oversees and conducts major donor development and giving. Builds and maintains personal relationships with donors.
- Directs and oversees all annual fundraising activities, including: individual giving, membership, grants, and fundraising events.

- Maintains and develops relations with community stakeholders, media, donors, elected officials, community leaders, landowners, business owners, agencies, foundations and industry representatives.
- Supervises the development of marketing and communications plan and materials including newsletter, website, brochures, annual report and other necessary materials.
- Works closely with Board of Directors, Development Committee and staff in the implementation of the above.

**Land Protection: (35%)**

- Develops and expands conservation in the priority areas identified in the Strategic Conservation Plan through outreach and project development.
- Develops and maintains partnerships with funders, landowners, and government contacts to implement those conservation initiatives.
- Makes strategic landowner contacts.
- Responsible for all stages of transaction due diligence.

**Requirements:**

- Bachelor's degree (masters preferred) and at least 7 years of experience in one or more of the following areas: non-profit administration, planning, natural resource management, law, and/or direct land trust experience.
- Dedication to MLC's mission and an attachment to the southwest landscape.
- Proven track record in grant writing and fundraising.
- Excellent oral and written communication skills.
- Expertise in Windows, Microsoft Office, Quickbooks, GIS.
- Familiarity with SalesForce and Constant Contact.

**Salary, How to Apply.**

- Salary range is from \$55,000+ commensurate with experience.
- Benefits include: Health insurance, 20 days paid vacation, sick leave, matching SIMPLE-IRA, Sabbatical Policy, and Flexible Work Schedule.

To apply, send Resume, Cover Letter, and three professional references to [info@montezumaland.org](mailto:info@montezumaland.org) with the subject line, 'Executive Director Job Application' by July 15, 2017.