

**Position Title:** Executive Director

**Employment Status:** Full-time, Salary

**Reports To:** Board of Directors

**Location:** Remote/Fourmile Canyon Office

**Salary Range:** \$79,040 to \$87,360 annually, plus benefits.

## **BOULDER WATERSHED COLLECTIVE**

### **Executive Director**

#### **Position Summary**

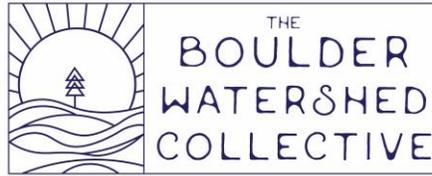
Boulder Watershed Collective's Executive Director provides strategic direction and leadership to achieve the organization's mission and will work with BWC staff, state and federal agencies, local partner organizations, and donors committed to revitalizing the Boulder Creek watershed. The Director embodies the values of the organization and will represent the organization in community fora, in front of elected officials, and through engagement with public and private donors. They direct project teams and support BWC projects to maintain a direct tie between organizational mission and execution. The Executive Director oversees administration including organizational development, financial management, and staff oversight.

The successful applicant will be a motivated, independent, enthusiastic problem-solver who has strong organizational leadership skills and is invested in the larger purpose of building meaningful dialogue with stakeholders to advance ecosystem restoration and enhance community resilience to climate change. The role will require a blend of patience, collaboration and creativity to address complex situations, while maintaining good local relationships and funder support. Strong leadership skills and business acumen are desired. BWC has expanded rapidly in the past couple of years, and we are looking for someone whose previous management experience can guide the next phase of BWC.

This position has a high degree of independence and flexibility and provides the ability to work in a unique and innovative environment, where you will gain experience with a cross section of disciplines and be supported by dedicated staff, board members and community and agency partners.

#### **Overview of Boulder Watershed Collective:**

The ongoing uncertainties of climate change, severe wildfire, flooding and land use changes have altered the local population's relationships with their watersheds. Communities are increasingly engaged in protecting natural areas and contributing to evolving land management processes which impact their lives as residents within the watershed. BWC recognizes the value of natural spaces to diverse communities, while also acknowledging the complex relationships between public health, ecology, land use, climate and disasters. BWC broadly focuses on watershed



resilience and the integration of ecological and community priorities as they pertain to climate adaptation and watershed health.

BWC initially formed in response to stream restoration and flood recovery project needs in Fourmile Canyon (from 2015-2019). However, by 2020 BWC expanded from the Fourmile Creek watershed to focus on the larger Boulder Creek watershed. This expansion increases the geographical focus to encompass more diverse communities, such as urban and rural populations, and also new landscapes, including forests and grasslands. BWC is a stakeholder-driven organization that highly values collaborative planning, building and maintaining community relationships and long-term partnerships with agencies. The current Board of Directors includes representation from private landowners, city and county officials in Boulder, Colorado State Forest Service, and non-profits, such as The Nature Conservancy, the University of Colorado and other local organizations.

***Mission:*** To cultivate partnerships, promote community stewardship, and revitalize social and ecological systems within the Boulder Creek watershed and beyond.

### **Principle Responsibilities**

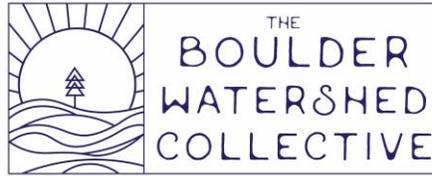
*Organizational & Strategic Leadership: Leads organizational development and the development and implementation of BWC's strategic plan.*

- Foster a culture of engagement, belonging, accountability and independence. Provide opportunities for ongoing staff development and collaboration across program areas.
- Develop and implement strategies in support of BWC's goals, vision, values, and mission.
- Drive the long-range and strategic planning process with the Board of Directors and staff and within various program areas.
- Ensure benchmarks are established for measuring success and that planning cycles recur as appropriate.

*Operational Leadership: Oversee all operational aspects of BWC, ensuring effective use of resources and legal compliance.*

- Develop high level business strategy for the organization and work with the leadership team to implement and track progress.
- Develop and oversee the budget, which includes accurate, realistic forecasting of revenues and expenses for implementing grants and projects based on the programmatic goals established in collaboration with the Board and staff.
- Responsible for ensuring that the annual budget is funded through appropriate channels.
- Oversee financial management of the organization, including all required financial reporting and coordinating the annual audit.
- Works with partners, consultants and vendors to coordinate the effective and efficient operation of the organization.

*Staff Management: Support and manage all staff.*



- Provide guidance, support and resources that staff members need to succeed in their roles.
- Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to develop and utilize their unique perspectives, expertise, and talents.
- Provide regular supervision to leadership team members to ensure that they are meeting performance expectations and growing in their roles.
- Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.

Outreach and Communication: *Promote BWC's mission and programs through robust and positive communication with stakeholders.*

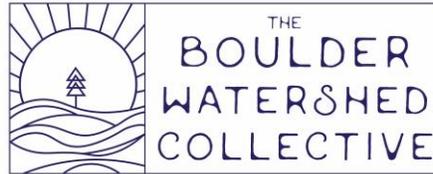
- Oversees all public relations, community relations, communication strategies, website updates, programs, and staff.
- Spearhead the development of strategic partnerships with community leaders, funders, and statewide organizations to amplify BWC's mission and impact.
- Listen, communicate effectively, motivate, and build trust with staff, agency partners and community members.
- Represent BWC at local, state, and national events and initiatives through attendance at meetings, public speaking, serving on committees, etc.
- Provide leadership and strategic direction to increase awareness of how robust community engagement is a critical component of climate adaptation strategies.

Fundraising/Development: *Oversee the financial development of the organization.*

- Establish fundraising objectives and budget with the board.
- Apply for grants and public and private funding.
- Oversee the fundraising process: solicit donations for operating costs, formally acknowledge gifts, and maintain records of receipts and disbursements of funds.
- Produce relevant and informative fundraising literature for distribution to previous and potential donors and the public.
- Plan fundraising events that effectively communicate the purposes of the organization.

Board of Directors Relations: *Support the capabilities and contributions of Board members.*

- Ensure that the Board is kept fully informed on the condition of the organization and all the important factors influencing it.
- Provide information and recommendations to the Board for setting or revising goals and objectives, operating policies, bylaws, and strategic planning.
- Facilitate ongoing Board meetings and other engagements and seeks input for continuous process improvement.
- Help maintain Board membership and recruit members with essential skill sets.
- Ensure the Board fully engages in BWC's mission, vision and values.

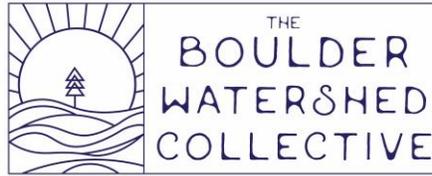


### **Required Qualifications**

- Experience with grant oversight, including accounting and financial reporting. Ability to interpret complex grant funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding grant administration.
- Successful fundraising record.
- Demonstrated experience with cultivating partnerships.
- Excellent written and oral communication skills.
- Bachelor's Degree or Master's Degree in Public Administration, Non-Profit Management or Business or other related field. Other experience working in a professional environment or equivalent may be substituted for academic degree.
- Minimum three years in a similar leadership role.
- Supervisory experience, including motivating, leading, setting objectives and managing performance.
- Program development and/or project management experience.
- Proficient in the use of Google, Excel, Word.
- A valid Colorado Driver's License and ability to pass background check including a good driving record. Must have own vehicle, mileage reimbursement available.

### **Desired Qualifications**

- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Community Needs:** Anticipate, understand, and respond to the needs of the community to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that your own behavior and the behavior of other staff are consistent with these standards and aligns with the values of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.



- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

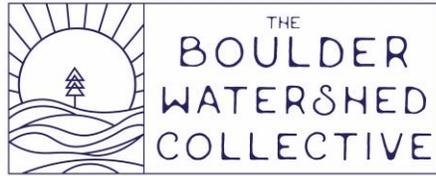
### **Salary and Position Details**

- A salary range of \$79,040 to \$87,360 is offered. BWC provides a \$200 per pay period insurance stipend and \$50 per month technology stipend for remote work.
- All staff have the option of participating in the State of Colorado Secure Savings program for retirement savings. Currently contributions are not matched by BWC.
- The BWC 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. We recognize that our mission is best advanced by leadership and contributions of people from diverse backgrounds, beliefs and culture. We encourage applications from applicants from all cultures, races, religions, sexes, ages, sexual orientations, gender identities, and the military.
- We highly value building and sustaining an inclusive, equitable and collaborative working environment for all staff, board members and the communities where we work. We believe every member on our team and within our communities enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to build solutions in these complex times. We invite candidates from the public or private sector and those new to conservation, but with a deep passion for engagement and learning, to help us continue to improve our abilities to provide an inclusive and equitable working environment.

### **To Apply**

In your cover letter, please demonstrate your ability to help us achieve our mission to cultivate partnerships, promote community stewardship, and revitalize social and ecological systems within the Boulder Creek watershed and beyond. Highlight your experience and qualifications, as well as your aptitude for this position.

Please email a PDF of your cover letter and resume to [hello@boulderwatershedcollective.org](mailto:hello@boulderwatershedcollective.org). Include, as the subject of the email: Last Name – Executive Director Position. [Applications also can be mailed to: Boulder Watershed Collective, 1740 Four Mile Canyon Drive, Boulder, CO 80302.] The cover letter should clearly demonstrate the applicant's qualifications and



ability to fulfill the stated duties of the position. All applications must be received by Wednesday, December 11, 2024, at 5 p.m. No phone calls, please.