

## POSITION ANNOUNCEMENT SCCA EXECUTIVE DIRECTOR

Do you love your local public lands and seek to maintain lasting partnerships with land managers to ensure the protection of a unique natural and cultural landscape?

Are you committed to helping the public visit respectfully and recreate responsibly?

**Southwest Colorado Canyons Alliance (SCCA)** seeks an Executive Director to lead the organization in collaborating with Bureau of Land Management to engage the public through stewardship, education and outreach for the use and enjoyment of the natural and cultural landscape of Canyons of the Ancients National Monument and nearby public lands.

### Who You Will Serve

SCCA serves a variety of constituencies including locals from our area and visitors from around the region, state, country, and world that seek to experience the unique cultural and natural landscapes of Canyons of the Ancients National Monument. Our volunteer Trail Information Specialist program and TOURS by SCCA connect with hundreds of visitors per year. Connecting with visitors on the landscape allows SCCA to convey the ethics of *Visiting With Respect* and *Leave No Trace* to new and diverse constituencies of land users. Our Cultural Site Stewardship Program and service projects enlist approximately 100 community members per year in regularly occurring volunteer activities. Our regular communications reach more than 900 subscribers including approximately 250 members and supporters.

### What You Will Do

Collaborate with Board of Directors:

- ◆ Work with the Board of Directors to refine, as needed, the mission, vision, and values of SCCA and plan strategically for the organization's future.
- ◆ Work with Board Chair to schedule regular Board meetings and to draft agendas for each meeting.
- ◆ Communicate accurately, clearly and regularly with the Board of Directors on issues of the organization's financial health, programs, partnerships and other key topics.
- ◆ Work with the Treasurer to track budget and actual income and expenses.
- ◆ Work with the Board to identify and actively recruit Board prospects.

Lead administrative operations:

- ◆ Prepare annual budgets for the organization and its programs to be reviewed and approved by the Board of Directors.
- ◆ Develop annual work plans for all functions of the organization.
- ◆ Leverage support from a broad and diverse, community-based network of members, donors, and business supporters.



Friends of  
BLM/Canyons of the  
Ancients National Monument

#### Board of Directors:

Chris Barns  
Caroline Brown  
Tom Ferrell  
Don Hoffheins  
Dave Rightley  
Marcie Ryan

P.O. Box 113  
Cortez, CO 81321

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swcocanyons@gmail.com  
www.swcocanyons.org

- ◆ Manage and track membership and donation data.
- ◆ Compose acknowledgements, receipts, and thoughtful communications to retain current members, donors, and supporters.
- ◆ Conduct annual appeal campaign and coordinate fundraising initiatives.
- ◆ Research grant opportunities, apply for grants, manage grants, and fulfill grant reporting requirements.
- ◆ Collaborate with SCCA's financial administrator, Onward! A Legacy Foundation, to review monthly financial statements, make deposits, submit receipts and invoices.
- ◆ Oversee and implement standard operating procedures, develop operating policies and procedures as needed.

#### Manage and oversee programs:

- ◆ Manage the organization's programs for Trail Information Specialists and Wilderness Study Area Monitoring including recruiting, training, and overseeing volunteers.
- ◆ Supervise program staff and provide oversight of SCCA's Cultural Site Stewardship Program.
- ◆ Ensure the successful administration of a guided tour program including promoting the tours, hiring, training, and managing employees to guide tours.

#### Communicate and collaborate effectively with stakeholders and the public:

- ◆ Write newsletters and press releases that communicate the organization's mission, values, goals, program updates, and announcements.
- ◆ Serve as spokesperson for SCCA to the media and at public events.
- ◆ Maintain existing relationships and partnerships with community groups and organizations and seek to establish new partnerships.

#### Minimum Qualifications:

- ◆ College degree or commensurate professional experience in related fields.
- ◆ Proven track record in non-profit management and fundraising.
- ◆ Proficiency with Microsoft Office, Google Suite, WordPress, Mailchimp and social media.
- ◆ Valid driver's license and reliable transportation.

#### Skills and Desired Attributes:

- ◆ Self-directed and motivated work ethic.
- ◆ Enthusiasm for the cultural heritage and public lands of southwestern Colorado.
- ◆ Ability to foster key partnerships and engage the community.
- ◆ Clear communication style, both written and verbal.
- ◆ Ability to balance vision of broader goals and attention to operational details.
- ◆ Greater consideration given to candidates who will reside in Montezuma County.

#### Compensation and Benefits:

- ◆ 32 to 40 hours per week. Pay up to \$25 per hour (wages commensurate with experience).
- ◆ As an employee of Onward! A Legacy Foundation you accrue sick leave and vacation leave, and have 11 paid holidays and will be eligible to participate in a Simple IRA program.
- ◆ Flexible working schedule.
- ◆ Work remotely or from office located in Canyons of the Ancients Headquarters.
- ◆ Some weekend and evening hours required for programs, training, service projects, and special events.

#### To Apply:

Please send resume, cover letter, and three references to [swcocanyons@gmail.com](mailto:swcocanyons@gmail.com). Applications will be reviewed on a rolling basis. Deadline for accepting applications is August 31, 2022.