

Cloud City Conservation Center (C4)

“Healthy people, healthy planet”

Executive Director Position Description

Title: Executive Director

Reports to: The C4 Board of Directors

Location: Leadville, Colorado, office is located at #121, 130 W 5th Street

FLSA Classification: Exempt

General Summary:

The Cloud City Conservation Center (C4) Executive Director models the core values of the organization by leading and collaborating with the board, staff, and programs of Cloud City Conservation Center.

The Executive Director is responsible for fundraising for the organization through grant proposals, soliciting donations from individuals, and businesses as well as establishing and continuing collaborative relationships with external community partners. The Executive Director is the ambassador and advocate for C4 in the community. The position requires strong autonomy and independent decision making. This position is predominantly grant funded and dependent upon ongoing funding.

The Executive Director reports to the C4 Board of Directors.

Essential Duties:

Programs

Manage all C4 programs through direct participation, delegation, or contracting as appropriate including:

- Cloud City Farm production and distribution to increase food access
- Residential and business energy efficiency and renewable energy
- County-wide waste diversion and recycling initiative support
- Zero waste events
- Community compost programs
- Education through community programs, school-wide initiatives, and collaborative programs with partner organizations
- Other programs developed by the Executive Director and the Board of Directors

Leadership

- Clearly articulates and models the organization’s values and mission to the staff, board, funders, consumers, and the community
- Fosters and maintains a climate of excellence, accountability, and respect

- Shares the vision for C4 and inspires and empowers visionary thinking and action in others consistent with the mission
- Seeks, evaluates, and acts upon opportunities for innovation to change, grow and improve C4
- Empowers the board and staff through sharing information and authority
- Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities
- Inspires others by recognizing and appreciating individual excellence across the organization
- Identifies, develops, and maintains key relationships in the community necessary to support an effective organization

Management

- Recruits, develops, and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews
- Manages the development and retention of the community volunteers who are necessary to achieve the organization's mission
- Develops, implements, and monitors an annual \$300,000+ fundraising effort for the organization in collaboration with the Board of Directors and partners
- Establishes positive relationships with institutional funders including major donors, government agencies, foundations, and corporations
- Works with the staff, the finance committee, and the Board of Directors to prepare budgets, monitor progress, and initiates changes (to operations and/or to budgets), as appropriate
- Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws
- Collaborates with the Board of Directors to develop strategies for achieving the mission, goals, and financial viability of the organization
- Provides suitable and timely information to the Board of Directors regarding key issues for discussion, analysis, and decision making that allows them to set the agenda and focus of meetings

Position Qualifications

- Strong commitment to environmental sustainability on a personal level
- Grant development, writing, and management skills and experience
- Non-profit management skills and experience
- Knowledge of the environmental movement and ability to place our organizational goals within a greater context
- Bachelor's degree and equivalent experience or Master's degree with appropriate experience managing programs
- Demonstrated ability to plan, organize, manage, and coordinate operations
- Strong oral and written communication skills
- Ability to build and sustain working relationships with staff and community members while remaining flexible, proactive, resourceful and efficient; maintaining a high level of professionalism, integrity/ethics, and confidentiality is critical to this role
- Spanish bilingual/biliterate desired

Performance Evaluation

The Executive Director will be reviewed annually by the Board of Directors against goals and essential duties.

Compensation/Benefits

The salary is \$50,000-\$56,000 dependent on experience. 9 paid holidays, 10 vacation, and 6 wellness days are included. There is an additional contribution to health and retirement benefits.

Work Environment

Will occasionally require evening work and weekend hours. Tasks are performed within both an outdoor and indoor environment year-round, including the winter. The Executive Director may be exposed to some noise (electrical, mechanical or human) on a frequent basis, and other related hazards associated with an outdoor environment. Will require occasional in-County and regional travel. Must possess and maintain a valid Colorado Driver's License.

Physical Demands

The physical demands described here are representative of those that must be met by an Executive Director to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Executive Director is frequently required to sit and talk or listen for extended periods of time. The Executive Director is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The Executive Director is frequently required to walk. The Executive Director must occasionally lift and/or move up to 30-40 pounds. Specific vision abilities required by this job include close vision.

Other

Position specifications are intended to present a description of the range of duties performed by Executive Director. Specifications are NOT intended to reflect all the possible duties that could be performed within this position.

C4 is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. C4 is committed to building a diverse staff and strongly encourages applications from candidates of color and broad lived experiences.

How to Apply

To apply please send resume, cover letter, and three professional references to info@c4leadville.org.

Review of resumes will begin September 1st. Applications will be reviewed on a rolling basis until position is filled.