



RiversEdge West

RESTORE + CONNECT + INNOVATE



RIVERSEDEGEWEST | EXECUTIVE DIRECTOR

TYPE | Full-time exempt, 40 hrs/week

LOCATION | Grand Junction, Colorado

WAGES | Based on education and experience; range is \$65,000-\$85,000

BENEFITS | Group health insurance plan, continuing education stipend, holiday and paid time off (vacation and sick), 403(b)7 retirement plan, employee assistance program and flexible work schedule.

APPLICATION DIRECTIONS | Please submit in one PDF document a cover letter, resume and list of three references. Please submit to sbeaugh@riversedgewest.org with "Executive Director Position" in the subject line. **Deadline to apply is June 6 at 5 p.m. Mountain Time.** No phone calls please.

RIVERSEDEGE WEST, FORMERLY TAMARISK COALITION, IS THE LEADING NONPROFIT WORKING ON RIPARIAN (RIVERSIDE HABITAT) RESTORATION ISSUES IN THE AMERICAN WEST.

RiversEdge West has a strong reputation as a convener, educator, technical resource and supporter of communities, landowners, and land managers who are striving to make their rivers healthier. Founded in 2002, RiversEdge West employs a passionate team of 12 and manages a \$1.3M budget. RiversEdge West's recent rebrand and [strategic plan](#) demonstrate the commitment this organization has to sustainability, growth, and being at the forefront of river restoration in the nonprofit sector. RiversEdge West is seeking an entrepreneurial leader with solid nonprofit management skills to lead our high functioning team and help us make an impact on rivers in the West.

DESCRIPTION

The Executive Director (ED) is the leader of RiversEdge West (REW), responsible for providing vision, creativity and passion to advance REW staff and board to achieving results on riparian restoration along western rivers. The ED is ultimately responsible for the stability and accountability of all aspects of the organization. The REW ED needs to be creative, strategic, have exceptional nonprofit management skills, fundraising experience and expertise, and a demonstrated ability to successfully manage dynamic, collaborative and partner-driven programs. The ED must be capable of working with a team of experienced and passionate employees, board members, volunteers, and practitioner partners to translate REW's mission and vision into action and successful outcomes.



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SPECIAL JOB REQUIREMENTS

Must be willing to work a flexible schedule to accommodate project needs including travel and working some weekends. Staff primarily maintains a 4-10 work schedule working M-Th.

PRIMARY RESPONSIBILITIES

• Leadership & Culture

- Report directly to the Board of Directors.
- Lead a staff of 12, both local and remote employees. The ED directly supervises the Program Director (who oversees all program staff), Business and Finance Manager, and Outreach Coordinator.
- Model the values of REW among the staff, Board of Directors and partners.
- Maintain the organizational commitment to a strong staff and board team, utilizing tools to facilitate team building, professional development, mentoring and coaching.
- Establish sound working relationships and cooperative arrangements with community groups and other organizations.
- Represent the REW's point of view and mission to organizations, agencies, and the public.

• Strategy & Programming

- Assure that REW has a long-range strategy which achieves its mission, and makes consistent and timely progress toward accomplishing goals; keep strategic plan up to date.
- Provide leadership in developing program, organizational, strategic, and financial plans with the Board of Directors and staff.
- Evaluate organizational progress toward strategic planning goals (e.g., program evaluations, performance evaluations, annual reports, etc.).
- Carry out plans and policies adopted by the Board of Directors.
- Maintain a working knowledge of significant developments and trends in the field.
- Assist with program and project implementation.
- Hold the organization to a high standard reflected in the quality of deliverables, communications, and other external interactions.

• Fundraising

- Lead and coordinate fundraising activities for both program and discretionary funds working in coordination with staff and board.
- Maintain high level and quality relationships with funders, donors, and partners.
- Write and administer grants and/or oversee effective management by other staff.
- Oversee development of all fundraising programs and event coordination including individual annual and planned giving, major gifts, membership, campaigns, and other programs.



www.RIVEREDGEWEST.org

• Administration & Finance

- Secure financial stability of the organization through the development of a \$1.3M annual budget, which is approved by the Board of Directors each year, including reaching the annual reserve goal set in 2018.
- Budget vs. actual analysis and forecasting.
- Manage the accounting and bookkeeping, and comply with annual audit procedures.
- Maintain official records and documents and ensure compliance with federal, state, local, and granting agency regulations (e.g., IRS, Secretary of State, etc.).
- Coordinate and provide support to the Board of Directors to carry out their work as the policy and governance body of the organization.
- Responsible for the human resources functions (e.g., hiring, benefits, payroll, health insurance).
- Ensure organization technology systems, archive, and processes are up to date, utilized effectively by all staff and evaluated.

EXPERIENCE

- Candidate should have a minimum of seven years of increasingly responsible nonprofit or government sector leadership or managerial experience, at least five of which have been in a supervisory capacity.
- Experience and knowledge of conservation issues – ideally, understanding of riparian restoration – is required.
- Experience in leadership in the nonprofit or governmental sector related to conservation, including skills in fundraising, strategic planning, program development, and collaborative partnerships is essential.
- Knowledge of water and river management issues in the western United States is a plus.
- Must have a demonstrated ability to work well with diverse stakeholders and communicate effectively both internally and externally about the organizational mission and priorities.
- Candidate must have strong collaboration skills and experience working with nonprofits, local governments, private business, public land managers, elected officials, and other important stakeholders. Experience working with an active and engaged nonprofit board is also desirable.



COMPETENCIES AND PERSONAL CHARACTERISTICS

- A self-motivated and dynamic leader, with significant fundraising experience.
- Leadership style must be mission-driven, outcomes-focused, and collaborative in nature. Must be comfortable interacting and maintaining a visible role with a wide variety of allies, elected officials, the business community, and natural resource managers.
- Must have strong management experience, ideally from the nonprofit or governmental sector, and understand the technical aspects of managing a nonprofit organization.
- Able to think creatively and strategically, and demonstrate an ability to define problems, collect data, establish facts, and draw valid conclusions from scientific and policy research.
- Proven ability to manage positive relationships with a wide variety of stakeholders and viewpoints with diplomacy and tact.
- Ability to communicate effectively with multiple audiences using a variety of formats, including print, electronic, and social media formats.

EDUCATION

Attainment of an undergraduate degree from an accredited university or college is required – an advanced degree is preferred. REW is open to a range of educational backgrounds, including: nonprofit management, environmental sciences, natural resource management, law (particularly water law or environmental law), hydrology, urban or land-use planning, business, and public policy. Advanced training or experience in nonprofit or business management is desirable.

