

Arkansas River Watershed Collaborative
Executive Director Position Description Draft

Announcement Date: 06/10/2021

Employment Status: Full time

Reports To: Board of Directors, and Arkansas Basin Roundtable (ABRT)

Employed by: Coalitions and Collaborative, Inc. (COCO)

Location: Arkansas River Watershed within Colorado

Salary Range: Dependent upon qualifications

We are hiring an Executive Director to serve the Arkansas River Watershed Collaborative. The successful applicant will be a proven leader who is willing to serve the larger purpose of advocating for watershed health to protect present and future Arkansas River water supplies, related watershed resources, and communities throughout the Arkansas Basin. A passionate, determined and charismatic leader is needed to manage and grow ARWC; to oversee grants, agreements and programs; and to oversee staff and on-going projects.

How To Apply:

Please email a PDF of your cover letter and resume to carol.ekarius@co-co.org. Please include the following as the subject of the email: Last Name – ARWC Executive Director Position. The cover letter and resume should clearly demonstrate your qualifications and ability to fulfill the stated duties of the position. This posting will remain open until filled, but the review process will begin starting with resumes and cover letters received by close of business on 07/02/2021. *No phone calls, please.*

Background

The Colorado Water Conservation Board (CWCB) has identified watershed health and resiliency as an essential part of protecting Colorado's water resources. In response, the Arkansas Basin Roundtable (ABRT) formed the Watershed Health Basin Plan Working Group (Working Group) to bring land management agencies and water supply stakeholders together to identify mutual risks, shared objectives, and management strategies to better protect the Arkansas River Basin's water supply for current and future uses. Through this collaborative process, the ABRT agreed to form a watershed collaborative (ARWC) in 2015. ARWC is now a 501(c)3 nonprofit that is focused on basin-wide interests in addressing watershed-health issues that can affect current and future water supply within the Arkansas Basin, and to support other efforts and organizations, such as the Purgatoire Watershed Partnership or the Headwaters of the Arkansas Watershed Group, with the goal of increasing on-the-ground endeavors and facilitating communication between a wide group of stakeholders throughout the Arkansas River Basin.

Human Resources and financial management is supported by Coalitions and Collaborative, Inc. (COCO), in cooperation with the Executive Director and the Board.

Position

The Executive Director is the key management leader of the organization. The Executive Director reports directly to the Board of Directors, and is responsible for overseeing the administration, programs, outreach, and fundraising/development of the organization, including overseeing human resources. He/she will work with the Board and staff to address a variety of issues applicable to the Basin, including environmental risks to water supply infrastructure, water quantity and water rights, water use, fire/flood resiliency, ecological health, water quality, wildlife habitat, riparian stability, invasive species

and risks to irrigation and farm production. The Executive Director will work closely with government and private agencies, nonprofit organizations, individual citizens, landowners and other identified stakeholders, including but not limited to irrigators, farmers and ranchers, and water districts, to implement priority projects, facilitate meetings, conduct community outreach, and identify and seek funding sources and other project resources.

Primary Duties:

Provide direction and leadership in the development of plans, and oversight of projects, programs, and processes, which include but are not limited to activities such as:

1) **Governance:** Works with the Board in order to fulfill the organization's mission.

- Responsible for leading ARWC in a manner that supports and guides the organization's mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for representing ARWC and the Board in external settings in a professional fashion.
- Create a business plan and recruitment of membership plan (primarily local government entities).

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for oversight of fundraising and developing other revenues necessary to support mission.
- Responsible for fiscal integrity, to include but not limited to submission to the Board of a proposed annual budget, periodic financial statements, and other information that is pertinent to the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for compliance with terms and conditions of grants, agreements, and donations.
- Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization pursuant to the Bylaws and Policies.
- Responsible for the hiring and retention of competent, qualified staff.

3) **Organization Mission and Program of Work:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of programs and projects.
- Responsible for the enhancement of ARWC's image by being active and visible in the community of interest in which ARWC works, and by working closely with other professional, civic and private organizations.
- Oversees resources to ensure that the operations of the organization are appropriate, including the hiring and leadership of qualified staff sufficient to fulfil the organization's mission.

Actual Job Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization. Coordinate Board and committee meetings.
2. Participate in Roundtable meetings and Roundtable subcommittee meetings as appropriate.

3. Coordinate with various stakeholders to identify and develop projects and programs, particularly in assisting small and rural communities in the basin in developing projects that are identified in the Basin Implementation Plan.
4. Work with ARWC members to ensure collaboration and be able to leverage all stakeholder resources.
5. Supervise organization staff.
6. Strategic planning and implementation.
7. Planning and operation of annual budget.
8. Serve as primary spokesperson to the organization's constituents, the media and the general public.
9. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Mission.
10. Engage in fundraising and developing other revenue sources, including funding from federal, state, local and private partners.
11. Oversee marketing and other communications efforts.
12. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
13. Review and approve contracts for services.
14. Mentor and support the Executive Directors and/or boards of affiliates and new coalitions and collaboratives that are seeking assistance.
15. Oversee the continuation of growth of successful programs and projects.
16. Other duties as assigned by the Board of Directors.

Qualifications

Our ideal candidate may be hard to find, but we seek the person who has the best fit across all the following qualifications and concerns! The ideal candidate will have:

- Bachelor or Master's Degree in an appropriate field, such as watershed science, agricultural science, natural resource management, engineering, business, public administration, nonprofit management, or other relevant education, plus at least ten years professional experience, or an equivalent combination of education and experience.
- Management and development experience in the nonprofit sector (preferable) or the governmental or private sectors.
- Excellent skills in leadership, interpersonal relationships, organizational effectiveness, community outreach, consensus building and program management.
- Excellent communication skills, both written and oral, and skills in social and new media, and alternate methods of communications.
- Strong skills in public relations, consensus building, facilitation and motivational techniques to reach consensus and coordinate among stakeholders with diverse interests.
- Strong skills in identifying, soliciting, procuring and managing grants, donations, in-kind services and equipment, and leveraging resources from individual, private, corporate, foundations and government sources.
- Experience writing requests for proposals and/or bids, and following-up with criteria for review, selection, award, and management of contracts.
- Experience managing engineering projects and other construction, watershed or natural resource projects.
- Ability to recruit, coordinate, manage, and track staff and volunteers.

- Ability to work independently and professionally, establish work priorities for not only themselves, but also the staff.
- Have a strong work ethic, and be energetic and flexible.
- Advanced proficiency in the use of MS Word, Excel, and Outlook, etc. Knowledge of, or ability to learn other computer applications, such as website development and maintenance apps, geographic information systems (GIS) and their use in watershed planning, or databases systems is a definite plus.
- Valid driver's license and reliable, insured personal transportation. Ability to occasionally attend multi-day conferences, work evenings and weekends, and ability for regular travel within the state to meet with stakeholders in their specific river reaches, and at their monthly meetings in various locations throughout the watershed; occasional travel to other Colorado watershed coalitions, state officials and/or COCO's office (Lake George) will be required.
- A demonstrated understanding of the Arkansas watershed, and the issues that impact the watershed, and good working knowledge of watershed issues and regulatory compliance for watershed projects are a plus, including a fundamental understanding of Colorado water laws.
- The Arkansas basin is decidedly rural; only 10% of the counties can be described as urban or suburban in character. Consequently, the Executive Director will be working with a variety of individuals, ranging from farmers and ranchers, to small-town residents, to urbane city people. A candidate who has personal experience across these different demographic communities will have a decided advantage.
- Have some familiarity with Colorado water law, and the administration of water rights within Colorado.

Position Details

The Executive Director will be employed by COCO. Salary depends upon experience. COCO offers benefits, including health, retirement, paid vacation, holidays, life & disability insurance, etc. This is a work-from-home-situation, but the Executive Director will be provided basic equipment for operations, such as computer, cell phone, etc, and will have access to other staff support from COCO. Executive Director must live in the Arkansas Basin or be willing to relocate within a reasonable time frame.

The Fine Print

COCO. 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.