

Job Description

Title: The Nature Connection Executive Director

Classification: Non-profit project of the Delta County School District, Hotchkiss, Colorado; K-12 and community outdoor education

Position Start Date: May 1st

General Description:

The Nature Connection's goal is to inspire local communities to connect to nature. We promote healthy lifestyles through fun and energized outdoor experiences. Under the general supervision of The Nature Connection Advisory Board and Delta County School District, The Nature Connection (TNC) Executive Director will oversee all parts of TNC operations including, but not limited to, those listed below.

There will be a probationary/training period of 3 months, or as needed, under the supervision of the Interim Director.

Responsibilities:

- Develops and monitors TNC annual budget, including supervision of all TNC grant monies (including GOCO Inspire for implementation of Place, Programs, and Pathways in all six communities of Delta County and Olathe), working closely with Delta County and Delta County School District fiscal agents.
- Manages general TNC budget operations including expenditures, revenue, membership, fundraising, and other fiscal responsibilities as needed for long-term financial sustainability.
- Oversees daily operations of TNC including on-the-ground project management of GOCO grant funded Place, Program, and Pathways developments within Delta County and Olathe, assisted by Program Director.
- Coordinates and conducts regularly scheduled community meetings, presentations, correspondence, and media coverage with partner organizations including: DCSD and Olathe Schools; communities of the North Fork (Hotchkiss, Paonia, Crawford), Cedaredge, Delta, and Olathe; and all public, private, and non-profit agency partners.
- Supervises all TNC employees including Program Director, Youth Outdoor Network Vista Volunteer, Executive Assistant, and other employees or volunteers (including volunteer recruitment) as needed to ensure safe development and execution of TNC programming and pathway components.
- Establishes and maintains evaluative reports: collects, records, evaluates, and submits data on youth participating in TNC programming involving all TNC activities (including GOCO Inspire Implementation project involving Place, Program and Pathway development).
- Shares responsibility (with TNC Program Director) for TNC Gear Library including distribution of gear as needed to community hub satellites or program sites.

- Maintain regular board and community communications, set board meeting agendas, publicize board meetings and report project updates to board.
- Schedules the use of the facility; reviews and inspects facility, programs, and operations for safety hazards and other potential problems. Provides a list of issues, concerns, and work detail to the Facility Maintenance Supervisor.
- Other responsibilities may be designated.

Skill Requirements:

- Excellent organization, leadership, interpersonal, and communication skills (written and oral)
- Computer literacy (Mac-based Microsoft Office, spreadsheets, public speaking and presentation skills)
- Grant writing experience
- Knowledge of business management, finance, and accounting including: budgeting activities, project management, board management, marketing through social media, fundraising, and team management experience
- Possess a valid Colorado Driver's License and become certified to operate a Delta County School District vehicle

Additional Skills:

- First Aid and CPR certified: Wilderness first aid or responder preferred
- Outdoor enthusiast: Extensive knowledge and experience with outdoor pursuits
- Experience with youth environmental education

Compensation: \$50,000-\$70,000 based on experience

Benefits: Health insurance subsidized by DCSD, PERA retirement fund

Time: Full-time exempt position; work schedule will include weekdays, weekends, and may include holidays and evenings. Minimum 40 hours

Please Submit:

1. Online application with Delta County School District
2. Resume with cover letter
3. Three professional references

Applications will close April 9, 2018.

Top candidates will be selected for an interview by the board, to be held no later than April 13.

