



1530 N. Boise Avenue, Loveland, CO 80538
PO Box 1923, Loveland, CO, 80539
info@bigthompson.co
www.bigthompson.co

Job Description: **Director**

The Big Thompson Watershed Coalition (BTWC) is hiring a Director

Position Title	Director
Employment Status	Full-time, salaried
Location	1530 Boise Ave, Loveland CO 80538, Suite 204c, local work-from-home optional for some tasks but not all position duties
Schedule	Mon-Fri with frequent evening, weekend, and in-person community events
Reports to	Big Thompson Watershed Coalition (BTWC) Board of Directors
Salary Range	\$65,000-75,000 annual salary (80-100% FTE options, pro rata)
Benefits	28 total days paid holidays, vacation, sick-leave, mental health days, and \$6,000 annual health insurance stipend, all pro rata
Application Deadline	Sunday, September 26 th , 2021 at 11:59 pm.

Overview:

BTWC's Board of Directors is seeking an intelligent, collaborative, and business management oriented non-profit leader to guide the organization's mission to secure the health and resilience of the Big Thompson. The ideal candidate will have proven experience in grant and contract acquisition and administration, financial management and sustainability, business acumen including non-profit fundraising and donor development; coupled with strong interpersonal skills and the ability to collaborate extensively with partners and stakeholders. The Director is responsible for the management of BTWC, including leading staff to address the mission, goals, and strategic objectives of the organization as well as day-to-day operations. Additional training and experience in the following topics are critical to the job: collaborative planning, contractor oversight, and project management skills for forest/riparian/aquatic/working lands restoration; western water resource ownership and management; and diverse water-centered stakeholder engagement, education, and conflict resolution. Local knowledge of the Big Thompson River and water system and its diverse water use needs are extremely beneficial to this position.



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The Coalition:

Big Thompson Watershed Coalition (BTWC) was formed as a 501(c)3 to help private and public landowners collaborate 2013 post-flood recovery efforts of the Big Thompson watershed. BTWC is a leader in stakeholder-centered planning and implementation of multi-objective resource management projects that serve diverse needs for the watershed. BTWC maintains an array of partners with shared dedication to stewardship, restoration, outreach, and watershed science. Our fundamental programs focus on Stream and Water Resource Function, Forest Management, and Disaster Recovery. BTWC works across public and private lands and contributes to both local and landscape-scale initiatives to support private landowners, water utilities, local to federal governments, fire districts, special interest groups, research institutes, university programs, the general public, and more. We work with affiliated Coalitions in Larimer and Boulder Counties to enhance watershed stewardship across Colorado. For stakeholder representation in the organization, as Board of Directors, Advisors, and specific project partners, please visit our website: www.bigthompson.co.

General Description:

Under the general direction of the Board of Directors, the Director will oversee contractors and staff to complete BTWC's current project line-up of river restoration, forest management, and fire recovery projects. The Director will also be highly active in implementing our recently updated 2021 Strategic Plan targets for future growth and supporting the Board of Directors committees for Governance, Financial Oversight, Community Relations, Fundraising, and other Special Task Forces as needed.

Essential Job Functions:

- Organizational and Program Management (50%)
 - Provide vision and implement the organization's 2021 Strategic Plan and its objectives within the Big Thompson Watershed (downstream of Olympus Dam), in collaboration with the Board of Directors
 - Supervise and manage contractors and staff to ensure project completion, assist with project goal setting, and performance accountability



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- Review and approve contracts for services & projects, grant and partner invoicing, all payments, and organizational administration and reporting as required
 - Oversight and management of budget and fiduciary obligations
 - Ensure adequate resources and finances to transition the Director position's future focus on strategic planning, fundraising, community relations, and partnership building
- Fundraising and Income Management (40%)
 - Plan and manage BTWC's annual budget in coordination with the Financial Oversight Committee
 - Submit grant proposals and seek new grant-making opportunities
 - Adapt and carry out BTWC's 2020 Fundraising Plan to increase BTWC reach and improve the identification, contribution, retention and data management of partner, foundation, business, and private donorship
 - Develop additional donor engagement, donor retention plans, and board strategies as deemed necessary
 - Develop and implement diverse and innovative revenue building strategies
- Stakeholder and Community Relationship Building (5%)
 - Build and maintain strategic relationships with key stakeholders, partners, funders, media, general public, and other interest groups to enhance BTWC's mission, influence, brand awareness, and support
- Operational Development (5%):
 - Report to and work closely with the Board of Directors regarding policy decisions, fundraising, and to increase the overall visibility of the organization (marketing, outreach, community relations)
 - Implement board approved employment and administrative policies and procedures for all functions and operations of the nonprofit
 - Coordinate and facilitate monthly board meetings, periodic committee meetings and product, and frequent non-meeting communication.



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Required Qualifications:

- Bachelor's or Master's degree (or equivalent) with 5 – 7 years of professional experience, preferably in a leadership role with environmental nonprofit(s), specifically with 2-3 years of project management and contractor procurement/oversight
- Strong financial management skills, including 3 – 5 years working on budget preparation, analysis, decision making and reporting; a clear understanding of nonprofit financial reporting (profit and loss, balance sheets, budget to actuals)
- Proven fundraising experience to increase and maintain financial contributions through foundation, private, and partner relationships and demonstrated success in generating new revenue streams to secure financial sustainability and organizational growth
- Excellent skills in procuring and managing grants from private, corporate and government sources
- Strong project management and contract oversight skills with the ability to effectively multitask and produce quality results under deadlines
- Strong written and oral communication skills with an approachable personality
- Ability to organize, plan, and facilitate meetings with communities, board members, government officials, and stakeholders
- Excellence in organizational management with the ability to coach staff, manage, delegate, and shape a high-performance team, set and achieve strategic objectives and work priorities, and support various needs simultaneously
- Past success working with a Board of Directors and diverse partner networks with the ability to cultivate existing and foster new, long term relationships
- Must be able to pass a background check and have a valid driver's license, or the ability to obtain a driver's license or access to a licensed driver by the employment start date, and reliable, insured personal transportation

Preferred Qualifications:

- 3 – 5 years of staff supervision
- Demonstrable knowledge of local geographies and stakeholder interests, watershed issues, collaborative resource management, water and environmental laws, regulatory compliance for watershed projects, and network contacts
- Demonstrable knowledge, understanding, and passion for rivers, forests, and watershed issues



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- Highly organized, innovative, and motivated self-starter with the ability to get things done

Working Conditions:

Work is performed inside and outside both day and night, under varying and adverse weather conditions, and could include frequent driving of employee's personal vehicle under varying road conditions (with mileage reimbursement provided). Work conditions include prolonged periods at a computer or desk and frequent field activity, including exposure to the elements and construction site conditions, steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and typical conditions associated with travel in the foothills and plains of the Rocky Mountain region. Work will include frequent weekend and evening events or needs. Big Thompson Watershed Coalition 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.

To Apply:

Please email one PDF with a cover letter and full resume (both in one file) to: BTWC Board of Directors and Staff at info@bigthompson.co by Sunday, September 26th, 2021 at 11:59 pm. Include, as the subject of the email: "Last Name – BTWC 2021 Director Applicant." Files e-mailed as separate PDFs or in formats other than PDF may be rejected. The cover letter should clearly demonstrate the applicants' ability to fulfill the stated duties, meet the qualifications of the position, and demonstrate knowledge of the Big Thompson watershed in no more than 1 page. Due to the volume of applications received, we will not accept phone calls about the position and we will not be able to individually respond to every written inquiry received.