

POSITION ANNOUNCEMENT



EXECUTIVE DIRECTOR

1 full-time exempt position available

Announcement Date: August 17, 2022

Application Deadline: September 30, 2022

Interviews of well-qualified applicants will occur on a rolling basis.
Preferred start date is no later than December 1, 2022.

Job Location: The RMFI office is located in Colorado Springs, Colorado.

The Rocky Mountain Field Institute (RMFI) is a nonprofit environmental stewardship organization working to protect and conserve public lands in Southern Colorado through the completion of trail and restoration projects, environmental education, and restoration research initiatives. For more information, please visit www.rmfi.org.

POSITION SUMMARY:

The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director provides strategic, thoughtful, and visionary leadership to guide and support RMFI's mission of public land stewardship.

Working closely with the Board, the Executive Director facilitates the development and implementation of the strategic plan and is responsible for the planning, oversight, and successful execution of programs, administration, development, and day to day management of the organization. The Executive Director manages a current budget of approximately \$1.8 million and a staff of 33 (7 full-time salaried staff and 26 seasonal field staff).

RMFI is a 41-year old 501(c)(3) nonprofit environmental stewardship organization based in Colorado Springs, Colorado, dedicated to the conservation and stewardship of public lands in Southern Colorado. RMFI works across land management jurisdictions to complete a wide variety of trail and restoration projects including trail construction, trail maintenance, wildfire restoration, forest health and mitigation, landscape restoration, and other important projects and initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

VISION, MISSION, STRATEGY:

- Responsible for the organization's consistent achievement of its mission and financial objectives.
- Oversee program development and administration, communications, personnel and staffing, budget and finance, fundraising, reporting, and evaluation needs for the organization.
- Work with the Board of Directors and staff to ensure the organization has a long-range strategy for achieving its mission, goals, and financial viability.
- Provide leadership in developing program and organizational plans with the Board of Directors and staff.
- Maintain and utilize a working knowledge of significant developments and trends in the field.
- Build respect and profile for the organization in its various constituencies. Support the overall field/movement in which the organization works.

FUNDRAISING:

- Seek out, identify, and pursue sources of funding including grants, contracts and agreements, donations, sponsorships, etc. to support short-term and long-term organizational financial goals.
- Identify, cultivate, solicit, acknowledge, and steward individual donors, foundations, organizations, government entities, corporations, and other supporters. Cultivate and enhance relationships with key major donors and supporters.
- Lead strategy and implementation of special appeals, mailings, and events.

PARTNERSHIP DEVELOPMENT & COMMUNITY LEADERSHIP:

- Serve as an effective spokesperson for the organization. Foster effective working relationships with its constituencies, including clients/members/patrons, other nonprofits, government agencies, elected officials, funders, and the general public.
- Establish sound working relationships and develop complex cooperative agreements/arrangements with land management agencies, community groups, and organizations to foster collaboration.
- Develop and manage partnerships with diverse stakeholders.
- Serve as a liaison to various leadership teams on collaborative efforts across the region.
- Ensure communication vehicles are developed and effectively utilized (annual reports, final programmatic reports, website, social media, e-newsletters, etc.).

ADMINISTRATION OF ORGANIZATION:

- Establish and lead an effective administrative team. Analyze organizational processes to devise strategies in leading teams toward meeting strategic goals and objectives.
- Maintain a climate of excellence, accountability, and respect.
- Recruit and retain a qualified and diverse staff. Foster an inclusive workplace where diversity and individual differences are leveraged to achieve the vision and mission of the organization.
- Ensure compliance with relevant workplace and employment laws.

- See that employees have appropriate certifications and training.
- Ensure job descriptions are developed, and regular performance evaluations are conducted.
- Encourage staff development and education.

FINANCIAL SUSTAINABILITY AND MISSION IMPACT:

- Ensure adequate control and accounting of all funds, including maintaining sound financial practices.
- Develop, execute, modify, and discontinue programs and activities to maximize mission impact.
- Work with the staff, finance committee, and the Board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations and reporting requirements.
- Develop realistic, ambitious plans for acquiring funds.
- Ensure all funds are disbursed in accordance with contract/agreement requirements and donor designations.
- Establish positive relationships with individual donors, government agencies, corporations, organizations, and other supporters.

BOARD OF DIRECTORS:

- Provide appropriate leadership to the Board.
- Keep Board members fully informed regarding the condition of the organization and important factors influencing or potentially impacting it.
- Ensure Board committees are appropriately supported.
- Work with Board officers to ensure the Board is effective as a body and that recruitment, involvement, and departures of individual Board members are effective.

REQUIRED SKILLS AND ABILITIES:

- Bachelor's degree, or equivalent experience, in a natural resource-related field required (Master's degree preferred).
- Strong conservation ethic and belief in RMFI's mission; familiarity with our core project areas is a plus.
- Personal qualities of integrity, credibility, and transparency.
- Proven leadership, management, and motivational skills required.
- Excellent public speaking skills required.
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills, which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Strong writing skills required.
- 3 years nonprofit management experience preferred.
- Grant writing and fundraising experience preferred.
- Valid driver's license required.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

WORK SCHEDULE:

This is a full-time (exempt) salaried position based in Colorado Springs, Colorado. In order to fully meet the job requirements some travel, evening, and weekend work is required.

SALARY AND BENEFITS:

Salary is commensurate with experience and qualifications and will start between \$90,000-\$105,000 per year. This position includes full benefits including paid vacation, federal holidays, and generous Thanksgiving and Christmas holiday breaks (ability to earn 38 days off in first year); paid sick leave; pro deals with outdoor gear companies; and employer-provided health, dental, and vision insurance. Per the RMFI Personnel Policy, full-time employees are eligible for benefits after 60 days of full-time employment. Employees meeting certain tenure requirements are eligible to participate in RMFI's SIMPLE IRA retirement plan including employer contributions of up to 3% to match the employee's contributions to the plan.

TO APPLY:

Applicants should submit a cover letter detailing interest in the position, relevant experience, and qualifications; resume; and the names of three references to Jeff Mohrmann, RMFI Board President, at Jeff.mohrmann@morganstanley.com with subject line "RMFI Executive Director Application." No phone calls please. The successful candidate will be required to complete and pass a pre-employment background check.

Application deadline is September 30, 2022. Early applications are encouraged. Interviews of well-qualified candidates will occur on a rolling basis. Preferred start date is no later than December 1, 2022.

All applications are to be submitted via email. To learn more about RMFI, please visit www.RMFI.org.

The Rocky Mountain Field Institute is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation.