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sanjuancitizens.org

San Juan Citizens Alliance
Position: Executive Director
Location: Durango, Colorado
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Who We Are

San Juan Citizens Alliance (SJCA), founded in 1986, is the Four Corners' homegrown, regionally focused environmental advocacy group. We are drawn to the big, intractable, controversial topics many prefer to ignore, issues like climate change, energy development, air quality, water quality, and the protection of wild lands and rivers.

We collaborate where collaboration makes sense. We fight when other avenues have been exhausted. In general, we strive to balance passion with a healthy dose of strategy to get things done.

Position Overview

The Executive Director provides the vision and guidance to advance all aspects of the organization and must have strong management and administration skills and a commitment to excellence in fundraising.

A major role for the Executive Director is providing the strategic vision and campaign oversight for our varied conservation and environmental justice agenda.

The ideal candidate will have broad experience in energy, public lands and water issues affecting the Rocky Mountains and Colorado Plateau, and be knowledgeable about administrative, legislative and legal avenues to advance conservation and environmental justice campaigns.

The broad objectives and goals for the Executive Director include:

- To lead the organization in addressing a range of organizational, policy and program issues, setting priorities, providing financial and staff leadership, and designing and implementing an organizational structure that supports growth.
- To expand the reach and public recognition of the organization as a leader in efforts to advance conservation and social policy protections for the San Juan Basin.
- To expand the financial base of the organization, pursuing philanthropic funding sources and other creative sources of revenue and in efforts to engage the next generation of conservation leaders.

Position Responsibilities

Conservation Strategy

- Identifies emerging conservation issues and positions the organization to effectively engage on those issues.
- Works with staff to devise appropriate campaign strategies and oversees campaign implementation.
- Represents the organization in appropriate coalitions and serves as a primary public spokesperson.

Fundraising & Membership

- Prepares annual organizational budget and annual fundraising plan.
- Has ultimate responsibility to implement SJCA's fundraising program.
- Prepares foundation grant proposals and researches new potential foundation supporters.
- Oversees implementation of major donor program, including identifying and cultivating major donor prospects and soliciting major gift donations.
- Builds and maintains relationships with major donors through letters, phone calls, personal visits, donor hiking/river trips, house parties and events, etc.
- Solicits gifts through letters, phone calls, or personal visits.
- Works with staff to maintain membership database and develop new member recruiting programs.

Communications

- Sets communication strategy with Communications Manager and oversees strategy implementation.
- Advises campaign and rapid-response communications.
- Assists in creation of content for member communications.
- Writes one 600-word article per month for the Durango Herald.

Personnel Management

- Provides direct supervision to SJCA's program, campaign, and administrative staff.
- Works with staff to develop annual workplans to implement campaigns and sets measurable benchmarks for success.
- Performs annual performance reviews of each staff member.
- Creates supportive environment for staff to work cooperatively as a team as well as to grow professionally as individuals.

Finance & Administration

- Supervises SJCA's finance and administrative staff.
- Responsible for the timely and accurate monthly presentation of organization's financial reports.
- Ensures administrative staff has robust procedures in place to seamlessly manage office operations.
- Maintains benefit plan, and periodically investigates additional and alternative employee benefit plans.
- Works with President of the Board to schedule and organize Board meetings, and provides Board support including preparation of board meeting packets.

The Executive Director reports to the SJCA Board and serves at its pleasure.

Position Requirements

- Experience and/or deep interest in conservation issues and geography of the San Juan Basin, including energy development, public lands management, wilderness, and water issues.
- Strong organizational skills to plan, schedule, and prioritize tasks. Must be comfortable with multi-tasking and managing detailed projects with overlapping deadlines.
- Self-directed and efficient with demonstrated ability to work independently, comfortable with making decisions.
- Experience managing staff with diverse talents and backgrounds.
- Ability to work a flexible schedule, including evenings and weekends as needed.
- 5+ years minimum experience in conservation, non-profit management or related experience.
- Excellent writing skills.
- Proven track record of fundraising success, including foundation solicitations, major donor campaigns, or other relevant fundraising experience.
- Experience working with news media, including developing strategic messaging and media plans.
- Understanding of non-profit organizational dynamics.
- Multi-year commitment to the position.
- Personal commitment to protecting the San Juan Basin through citizen action.

This is a full-time salaried position with generous vacation benefits, health care stipend, and employer-matched retirement program. Base salary range \$50,000 - \$60,000 based on experience.

To Apply

Send your resume and cover letter to susan@sanjuancitizens.org. Applicant materials must be received no later than end of day 3/12/2017.