



# Colorado Coalition of Land Trusts

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*The Mission of the Colorado Coalition of Land Trusts is to promote and support land conservation excellence in Colorado through leadership, advocacy, education and outreach.*

## **Job Announcement and Position Description** for **Executive Director**

**Title: Executive Director of the Colorado Coalition of Land Trusts (CCLT)**

**Supervisor: Board of Directors of CCLT**

**Location: Denver, Colorado**

**Application Closing Date: Until Filled**

### **A. Summary of Position:**

The Colorado Coalition of Land Trusts (CCLT) is a 501(c)(3), Colorado nonprofit corporation established in 1990, whose mission is to promote and support land conservation excellence in Colorado through leadership, advocacy, education and outreach. The Executive Director will be charged with continuing to shape CCLT as a strong leader in Colorado's land conservation community. The focus of the Executive Director's position will be on fund raising, Colorado legislative matters, public policy, building strong land trusts throughout the state and public awareness of conservation issues. It includes working closely with CCLT members, foundations, legislators, agencies, the media, and others in order to elevate the awareness of and support for land conservation throughout the state.

The Executive Director is the Chief Executive Officer of CCLT and is responsible to the Board of Directors for administration, coordination and management of all programs and activities of the organization. The Executive Director is responsible for hiring and managing all other staff, which currently includes a Director of Operations and a Conservation Fellow.

### **B. Duties:**

#### **1. Public Policy Development**

Create a political and social environment more conducive to land conservation through public education and policy advocacy with a focus on Colorado specific legislation in support of land conservation, which may include opposing or supporting statewide initiatives that may significantly affect CCLT's members.

Establish and maintain sound, working relationships with public and private organizations and agencies involved in land conservation in order to advance public policies that benefit land conservation.

Increase public and private funding opportunities for Colorado land trusts and Colorado land conservation activities via sound public policy initiatives .

Guide the Board in program planning and policy development to fulfill the mission of CCLT.

#### **2. Fundraising**

Design and implement appropriate fundraising plans and conduct or supervise all fundraising activities.

#### **3. Training, Education and Public Relations**

Work with CCLT members, Land Trust Alliance and others to implement thoughtful trainings, assessments and conferences to help advance the state of the art of conservation throughout the state.

Work with CCLT members on conservation excellence education for certification with the State of Colorado.

Increase knowledge of the benefits and need for Colorado land conservation and land trusts through ongoing public relations activities, including meetings with government officials, media organizations, funders, foundations, and major business organizations.

Represent CCLT statewide to build support for CCLT and member land trusts through speaking engagements and media publicity.

Assist Colorado's land trusts and conservation community in implementing Standards and

Practices and in advancing the efforts to accredit land trusts.

#### **4. Administrative and Financial Management**

Develop and manage the budget and fiscal operation of CCLT.

Work with board and staff to carry out CCLT's strategic plan.

Organize meetings of the Board of Directors and committees, assist Board and committees by preparing appropriate reports, conducting research, and providing requested information. Assure that all tax, financial, and corporate documents are properly filed or submitted.

Hire and manage appropriate support staff and/or individual contractors per the provisions of the CCLT budget and annual work plan.

### **C. Desired Experience and Qualifications:**

#### **1. Professional Qualifications**

Broad experience and knowledge of Colorado legislative matters, public policy issues, and public/private funding opportunities.

Working knowledge of the state of Colorado and its conservation community. Fundraising experience with public and private funding sources (including membership, individual donors, foundations, government programs, and others), and an enthusiasm for fundraising.

Excellent speaking, communication and writing skills and a proven ability to communicate with board, staff, potential donors, public agencies and private conservation organizations, the public and the media.

Ability to plan, budget, organize, direct and carry out programs, projects and procedures to meet organizational goals.

Background as organization administrator/manager, with particular knowledge of nonprofits.

Broad experience and knowledge of organizational and technical needs of land trusts and of land protection tools.

Degree in a field related to this job position.

#### **2. Other Qualifications**

Demonstrated leadership skills and proven energetic and entrepreneurial spirit.

Ability to work well in a group setting and as a self-starter working alone and unsupervised. Sensitivity to the variety of people and values of Colorado.

A strong commitment to protection of open land in Colorado.

Ability and willingness to be based out of Denver and to travel around Colorado.

### **D. Location, Salary, Benefits:**

The CCLT office is based in the Denver Metro Area. Travel statewide will be a required part of the position.

The salary is competitive and commensurate with experience. The potential for salary increase is related to programmatic and fundraising success.

### **E. Applications:**

Applicants should send a resume and cover letter stating qualifications and compensation requirements by May 29th to:

**Search Committee  
Colorado Coalition of Land Trusts  
1245 East Colfax Avenue, Suite 203  
Denver, Colorado 80218**

**or**

**Email: [info@cclt.org](mailto:info@cclt.org)**

**Please, no telephone inquires.**