



# WILDLANDS RESTORATION VOLUNTEERS

## Job Description

### Executive Director

The Executive Director is responsible for managing the overall operations of Wildlands Restoration Volunteers and reporting to the Board of Directors. Responsibilities include organizational strategic planning, financial management, staff management, fund development, partnership development, marketing oversight, and program/project oversight. The Executive Director leads WRV's continuing efforts to build a vibrant community of staff and volunteers who are fully committed to implementing WRV's mission across the region.

#### Strategic Leadership (15%)

- Partner with the Board of Directors to update and improve WRV's strategic plan, ensuring that the organization has a long-range strategy and that it achieves annual goals that align with that broader vision.
- Work closely with the Board of Directors to define policy and direction for the organization.
- Lead and manage activities to implement strategic plans, goals and operating priorities; measure and report goal achievement; evaluate results and revise strategies as necessary.
- Ensure that WRV's operations are consistent with its governing documents, are conducted in an ethical manner, and are true to its mission.
- Ensure that resources are well-managed to effectively support current operations and strategic plans.
- Develop and maintain a culture of inclusion and equity across all elements of the organization.

#### Revenue Generation (25%)

- Develop annual resource development plans including all sources of revenue.
- Develop some of WRV's largest fee-for-service revenue opportunities, particularly those tied to strategically important partnerships.
- Work with the Development Team to establish and pursue an integrated fund development strategy, engaging other staff, board and volunteers with a focus on increasing sources of unrestricted funding.
- Actively network among key donor constituencies to find prospective donors.
- Meet, on a regular basis, with existing and prospective donors and build/maintain these relationships effectively.
- Oversee the preparation of grant applications to fund projects, programs and general operating costs.

#### Staff Management (15%)

- Define evolving staff needs for WRV.
- Maintain a highly competent well-functioning staff team.
- Directly supervise members of the senior leadership team.
- Oversee the recruitment, hiring, supervision and development of all staff, and ensure that all supervisors are trained in and follow HR procedures.

- Ensure each employee is reviewed on an annual basis and receives regular check-ins with supervisors.
- Ensure that appropriate personnel policies are developed, periodically reviewed, and revised, and that all staff are aware of the policies and periodic changes.

### Program Oversight (10%)

- Provide strategic oversight of the scale and extent of the programs, ensuring that the key elements – projects, volunteers, volunteer leaders, and staff – are balanced to ensure healthy annual operations.
- Provide strategic oversight to ensure WRV maintains the vitality of its volunteer community with an inclusive and equitable culture.
- Perform analysis of leadership needs and establish overarching leadership development goals.
- Maintain visibility and good relationships with core WRV volunteer leaders.

### Public Community and Interagency Relations (10%)

- Serve as a principal ambassador for WRV to strategically important constituencies.
- Ensure that standards and practices within WRV preserve and extend our reputation.
- Cultivate and maintain good relations with land agencies and key contractors. Identify opportunities for future projects in new places.
- Maintain good relations with other organizations in similar fields of service and other key community groups.
- Lead efforts to grow, enhance, and retain a strong volunteer corps with a clear sense of community.
- Act as the official WRV spokesperson for all media and participate actively in a variety of public forums.

### Financial Management (10%)

- Develop the annual budget, present to the Board for approval, and monitor actual performance with respect to that budget.
- Ensure compliance with Board financial policies and current financial laws and regulations.

### Board of Directors (10%)

- Communicate with and regularly update the Board Executive Committee.
- Provide information and counsel to the Board in a timely, accurate and understandable fashion.
- Recommend policies to the Board and/or assist the Board in the formulation of policies for the effective and economical operation of WRV and its programs.
- Provide leadership in the identification, solicitation and training of people qualified to serve as Directors and serve on the Board Development Committee.
- Implement policies adopted by the Board.
- Support the board in its development as a group and individually.

### Operations Management (5%)

- Ensure compliance with federal, state, and local laws and regulations.
- Identify, plan, and implement strategies for an IT infrastructure to serve the needs of WRV.

- Implement proven risk management procedures and policies covering business interruption, internal financial controls, insurance, staffing, volunteers, projects, etc.
- Provide administrative responsibility for maintenance of WRV facilities and assets.

**Wildlands Restoration Volunteers is an Equal Opportunity Employer that values diversity and provides equal access and equal opportunity in employment and services and does not discriminate.**



# LEADERSHIP OPPORTUNITY

## EXECUTIVE DIRECTOR

### ABOUT US

Wildlands Restoration Volunteers (WRV) is a Colorado nonprofit 501(c)(3) dedicated to healing the land, strengthening our communities, and building great friendships among our volunteers. WRV organizes thousands of volunteers in partnership with public land agencies to complete more than 100 land restoration and conservation projects in Colorado and southern Wyoming each year. Projects range in length from just a couple of hours or a single day to a weekend or longer and feature camping and great food in beautiful places. We have a diverse youth and inclusiveness program and a comprehensive volunteer leadership development program. In 2017, we hit our 1,000th project, our 40,000th volunteer experience, and \$10 million in volunteer time and expertise.

Colorado needs nature stewards, and people need nature. Colorado is world-famous for its spectacular natural beauty and outdoor recreation opportunities. However, Colorado's forests, streams and trails are suffering from the combined impacts of a growing population, recent devastating floods, and wildfires, while the resources dwindle for caring for these wild places. Volunteer stewardship is essential. Land management agencies are increasingly eager to engage volunteers, yet fewer than 1% of Coloradans are engaged in land stewardship.

We believe there is vast potential to increase participation and build a culture of stewardship. WRV is all about putting the needs of the land and people together. They were made for each other.



### THE OPPORTUNITY

WRV's Board of Directors seeks an **Executive Director** to build on WRV's significant success and to lead the organization to new levels of achievement and impact.

### Position Overview

The Executive Director currently manages an annual operating budget of \$1.5 million, and a professional staff of 16 people located in two offices, one in Boulder and one in Ft. Collins. The Executive Director also has ultimate responsibility for managing more than 3,500 volunteers on seasonal projects.



The Executive Director is responsible for managing WRV's overall operations and reporting to the Board of Directors. Responsibilities include organizational strategic planning, financial management, staff management, fund development, partnership development, marketing oversight, and program/project oversight. The Executive Director leads WRV's continuing efforts to build a vibrant community of staff and volunteers who are fully committed to implementing WRV's mission across the region.

## Strategic Priorities

Looking forward, the incoming Executive Director will have the opportunity to provide leadership for WRV's key strategic priorities:

- In partnership with WRV's Board and staff, develop and implement a clear strategic vision with detailed operating plans for WRV's future growth and development.
- Continue to position WRV properly within the community and with its government, corporate, and nonprofit partners.
- Continue to enhance and develop the community-building aspects of WRV's mission, leveraging the talents of volunteers effectively and deepening the engagement of and the ranks of volunteer leaders.
- Update and expand WRV's business model to build long-term financial sustainability including increased unrestricted philanthropic support.
- Enhance WRV's business processes and organization structure to support its growth, development, and future strategic goals.
- Provide staff with increased opportunities to assume further responsibilities and to develop their professional skills.
- Develop and maintain a culture of inclusion and equity across all elements of the organization.
- Continue the effective integration of WRV's two offices in Ft. Collins and Boulder.

## WHAT DOES IT TAKE

To lead WRV in its next chapter of growth and development, the incoming Executive Director must bring skills and attribute in the following areas:

### Strategic Leadership

- Commitment to WRV's mission with demonstrated interest and/or involvement in land stewardship efforts.
- Experience in developing and implementing clear strategic vision and building buy-in with key stakeholders for a social-based enterprise.
- Some experience with public agencies and understanding the complexity of land management as well as the diversity of stakeholders would be helpful.



## Revenue Generation

- Proven experience in building and managing multiple revenue streams
- Proven ability to develop long-term relationships with donors of unrestricted funds; proactive and enthusiastic about building sources of financial support.
- Experience in building revenue development plans and budgets.
- Experience in developing and negotiating fee-for-service project revenue opportunities.
- Ability to support staff in grant application processes and write strategically important grants.

## Program Oversight

- Knowledge of complex project management techniques.
- Some experience in developing and implementing effective program evaluation tools and approaches.
- Knowledge of effective risk management approaches.

## Operations & Staff Management

- Strong knowledge of process optimization and efficiency tools, approaches, and techniques.
- Experience in helping organizations grow into their next stage of development; some organization development/change management experience.
- Proven skills in staff development and empowerment.
- Committed to building an inclusive, equitable work force, board, and volunteer corps with an understanding of how to develop such a culture and set of practices.
- Some experience in recruiting, managing, and empowering volunteers.
- Can inspire people to reach high and do their best work.

## Board Governance

- Experience in working with a volunteer board of directors.
- Experience in recruiting and training new board members.
- Knowledge of how best to leverage board member talents to support an organization's mission.

## Community Outreach

- Proven experience in engaging stakeholders from multiple perspectives and elevating diverse voices across communities.
- Experience in building effective partnering relationships with different community stakeholders including government agencies, corporate entities, and nonprofits.
- Demonstrated interest in continuing to find ways to learn from and leverage the knowledge of other organizations and experts.
- Knowledge of effective marketing and brand management techniques.







Additionally, our new Executive Director must share the same **personal values and qualities** as other successful staff at WRV:

- Loves the outdoors and working with knowledgeable professionals
- Seeks opportunities to make a difference and do something important
- Embraces collaboration, demonstrated ability to build strong partnerships
- Self-starter
- Entrepreneurial, good at networking
- Good listener, empathetic, respectful
- Highly organized yet flexible; comfortable with the chaos of project work; dynamic problem solver
- Effective oral and written communicator
- Inspiring and empowering



### Other

- Undergraduate degree required; advanced degree preferred
- Willingness to work in the greater Boulder area and be an active participant in communities across the Front Range

WRV needs a leader who is excited about the many dimensions of this work. We seek candidates who appreciate the opportunity to interact with a wide variety of people and perspectives, and who can help the board and staff implement their strategic goals.



### READY TO APPLY?

To apply, please send your cover letter, resume, and salary requirements at your earliest convenience to Carolyn McCormick of Peak HR Consulting, LLC at [Carolyn.McCormick@peakhrconsulting.com](mailto:Carolyn.McCormick@peakhrconsulting.com). All applications are to be submitted electronically. The Board hopes to begin interviews in mid-February, so we look forward to hearing from you soon. To learn more about WRV and this position, please visit our website at [www.wlrv.org](http://www.wlrv.org)

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