Job title: Executive Director
Organization: Colorado Crane Conservation Coalition, Inc.
Organization type: Non-profit, 501(c)(3)
Job location: Routt County, CO (Steamboat Springs)
Type of job: Full-time
Job category: Executive

Job Description

About the Colorado Crane Conservation Coalition (CCCC)
Founded in 2012, CCCC’s mission is to conserve and protect the Rocky Mountain Population of Greater Sandhill Cranes and their habitat using science and education to connect people with this iconic species. CCCC is the preeminent advocate and resource for the Rocky Mountain Greater Sandhill Cranes.

We sponsor the annual Yampa Valley Crane Festival, present various educational and awareness programs and offer a college scholarship program. We conduct field conservation and research of the cranes and their habitats, including a Crops for Cranes program, in which we work collaboratively with ranchers and environmental entities. Every spring we operate a livestreaming crane nest camera that provides the public with an up-close view of a nesting crane pair. We collaborate with other environmental organizations to help restore and protect habitat for cranes and other wildlife.

Executive Director position
CCCC seeks a leader with outstanding people, communication, and organizational skills. The Executive Director, in collaboration with the board, will be responsible for all aspects of programming, donor/funder relationships, financial management, public engagement, and administration of the organization. Ideally, this person should be passionate about nature and the environment and be able to share this passion with others.

Areas of Responsibility
• Lead the organization in collaboration with board of directors.
• Manage day-to-day operations.
• Plan and oversee execution of all programs.
• Supervise staff and manage volunteers, in collaboration with board.
• Lead fundraising efforts including grant opportunities, in collaboration with board.
• Develop and maintain relationships with donors, sponsors, volunteers, grantors, and program attendees.
• Manage finances in consultation with board treasurer.
• Oversee website, social media, advertising, and media relationships.

Requirements/Qualifications
• Ability to relate and connect with others.
• Leadership and management experience preferably with non-profits.
• Strategic thinker.
• Excellent communication skills both written and oral.
• Excellent organizational skills.
• Proficient at project management and execution of action plans.
• Attention to detail.
• Excellent at supervising volunteers and staff.
• Development experience including donor and grantor relationships.

Compensation Package
• Salaried full-time position with varying time commitments over course of year.
• Salary range $65,000 - $75,000, dependent on experience and background, plus benefits.

How to Apply
Please submit your cover letter and resume to info@coloradocranes.org.
Please visit our website! www.coloradocranes.org