



Executive Director Job Description

The Executive Director is the key visionary and leader of Great Old Broads for Wilderness. This person is responsible for inspiring, setting direction, developing strategies, and determining advocacy priorities that generate the greatest impact for protection of public lands and waters. Other responsibilities include oversight and goal setting for fundraising, development, outreach, communications, grassroots leadership, and administration of the organization.

RESPONSIBILITIES

Organizational Management

- Communicates vision and strategic plan to staff, oversees implementation, and develops organizational plan to meet goals of strategic plan.
- Ensures all operations and administrative activities are completed and meet organizational needs.
- Ensures adequate resources and staffing to carry out organizational mission.
- Oversees and approves all new hiring decisions.
- Supervises annual goal setting for program Directors (Grassroots Leadership, Development, Advocacy, Membership/Events, Communications), evaluates progress, and suggests adjustments.
- Works with staff and board to continue to develop the DEI (Diversity, Equity, and Inclusion) vision and organizational plan. Oversees and implements strategies and monitors and evaluates progress.
- Represents organization at events, conferences, on panels, and with media.
- Works with staff to develop annual membership and event goals and strategies, evaluate outcomes and trends.
- Supervises budget development and approval, monitors monthly income and expenses, presents financials to the Board of Directors and works with the Board to adopt financial adjustments as needed. Works with the Associate Director and Board to adopt any financial adjustments as needs arise.
- Sets communication program goals and evaluates outcomes, including copywriting and editing. Reviews written communications (e.g. Letters-to-the-Editor and op-eds, blog posts, press releases/media, policy documents, grants, newsletter articles) and ensures content represents Broads' voice and position on issues.

Fundraising & Development

- Oversees development of annual goals and objectives and outreach strategies and evaluates program outcomes and impact.
- Develops donor cultivation strategies, builds relationships, and solicits donations.
- Oversees grant research and grant writing and evaluates current grants.
- Oversees and participates in fundraising and development events, reviews outcomes, and evaluates success.
- Oversees fundraising efforts specific to litigation.

Board Governance

- Gathers data, develops reports, and provides updates to the Board.
- Works with the Executive Committee to prepare Board meeting agendas.

- Schedules and participates in monthly co-chair, quarterly executive committee, and ad hoc meetings as necessary.
- Participates in and assists with planning the annual Board retreat.
- Works with the Board on strategic plan development, monitors and reports on implementation, progress, and outcomes.
- Recruits candidates for the Board and Council of Advisors. Engages Council of Advisors on selected activities and projects.
- Ensures current reports, policies, and other resources are available to the Board.

Advocacy and Litigation

- Oversees development of advocacy priorities and evaluates the capacity and impact of Broads advocacy.
- Participates as necessary in national, state, and local coalition meetings and activities as a representative of the organization.
- Communicates key campaign actions and developments to partners, staff, members, Board of Directors, and Council of Advisors.
- Develops and implements CESA (Climate Education, Stewardship, and Advocacy) Program goals.
- Develops Wilderness Defense Fund goals and oversees training initiatives, communications, and involvement in litigation.
- Serves as staff lead for ongoing and new litigation, including reviewing litigation requests, and working through the litigation screening process with the Board Advocacy and Litigation Committee.
- Represents Broads in plaintiffs' meetings and communicates litigation activity and decisions to Board, Council of Advisors, staff, and members as appropriate.
- Interacts with the media on litigation matters, including providing quotes, comments and representing the organization's stance on the particular issue.
- Insures maintenance of complete litigation documentation and records.
- Oversees training initiatives on litigation.

Grassroots Leadership Program

- Sets annual program goals and evaluates outcomes.
- Oversees Broadband chapter development, leader support, and education programs.
- Participates in selected training events and programs.
- Reviews quarterly reports of Broadband activities.

REQUIRED COMPETENCIES AND SKILLS

- Experience with development of strategies that have garnered engagement of other staff, volunteers, members, and organizations.
- Experience having assessed, managed, and increased the impact of an organization or complex campaign.
- Experience having significantly increased the income of an organization or complex campaign.
- Demonstrated experience with identifying opportunities for organizational change.
- Supervisory experience demonstrating organization, delegation, evaluation, and development of staff skills.
- Experience with increasing the effectiveness of both staff and volunteer policy advocates.
- Has demonstrated vision, ability to inspire change, develop staff, and encourage cohesive and collaborative teamwork.

- Analytical and communications skill with complex documents related to political issues and resources.
- Excellent oral, written, and interpersonal communication skills.
- Has effectively engaged with a variety of entities (press, agency officials, staff, donors, Tribes, BIPOC, and other organizations and stakeholders).
- Demonstrated success implementing diverse fundraising avenues.
- Experience developing strategy or implementing programs with people of diverse cultural, political, educational, and/or social experiences and perspectives.
- Experience initiating and sustaining advocacy for positive policy changes.

PREFERRED COMPETENCIES AND SKILLS

- 5 years in nonprofit management role
- Experience having managed an annual nonprofit budget of at least a million dollars, with demonstrated success in increasing income to meet budget goals.
- Experience advancing diversity, equity, and/or inclusivity in communities or organizations
- Ability to communicate inspirationally, with humor, and constructively amid conflict.
- Experience as a volunteer or working with volunteers to achieve goals.
- Three years of active engagement in conservation policy advocacy (vocationally or avocationally.)
- Demonstrated success planning and implementing a conservation advocacy campaign.
- Has demonstrated skill at translating financial, technical, scientific, and/or organizational data into effective written and spoken word and visual display.
- Has a science background or familiarity/competency with scientific methodology.
- Experience with conservation law, regulations, and litigation.

Terms of Employment:

- Regular full-time exempt salaried employee based in Durango, CO.
- Some travel and weekend/evening hours are required; Broads allows for flexible work schedules.

Salary/Benefits

Salary Range: \$75,000-\$90,000

15 days paid leave, paid holidays, group health insurance, cell phone reimbursement, opportunity to participate in a Simple IRA retirement plan, and sabbatical opportunity after six years.

Great Old Broads for Wilderness is an equal opportunity employer and considers all qualified candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, disability, sexual orientation, veteran status or any other status protected by law.