



Position Title: Associate Director
Posted Date: August 21, 2023
Position Closing Date: Open until filled
Location: Durango, CO with Work From Home flexibility
Job Type: Full-time, exempt position
Reports To: Executive Director
Salary Hiring Range: \$52,000 - \$60,000

About La Plata Open Space Conservancy

Based in Durango, Colorado, La Plata Open Space Conservancy (LPOSC) works with landowners throughout six counties in Southwest Colorado to protect open spaces, agricultural lands, wildlife habitat, recreational areas, and cultural resources that benefit the community and general. Since 1992, LPOSC has protected nearly 25,000 acres of land in partnership with 200 landowners. LPOSC also provides collaborative, community-centric programming centered on education and land access initiatives throughout Southwest Colorado.

Position Summary

La Plata Open Space Conservancy seeks an Associate Directors who is responsible for the strategic management and direct oversight of the organization's programming, partnerships, and fundraising activities. The position's responsibilities fall into four functional areas: fundraising leadership, events, program management, and strategic partnerships.

A member of the staff leadership team, the Associate Director will be responsible for building a strong department that engages the community, manages LPOSC's programs and partnerships, and strengthens the organization's financial health.

The Associate Director is a strong, strategic professional with fundraising experience who is motivated by a big vision. The Associate Director is inspired to build and maintain strong partnerships with regional partners and community members, oversee existing programs, and grow fundraising outcomes. This position requires high emotional intelligence, a sense of hospitality, and a commitment to maintaining strong relationships with donors, partners, board members, and fellow staff.

Core Duties and Responsibilities

Fundraising Leadership

- Serve as LPOSC's top strategist and implementor for donor communication and engagement. Leads the creation and distribution of bi-monthly newsletters and social media posts.
- Develops and manages annual donor engagement plan, including donor meetings, mid-year and end-of-year appeals, and other forms of donor communication.

- Provides exemplary donor stewardship services, including managing LPOSC's donor stewardship process (thanking, outreach, tax acknowledgment, etc.).
- Develops a planned giving program.
- Writes grants in collaboration with Executive Director and Stewardship Director.
- Works closely with the Executive on an annual fundraising strategy and identify annual key performance indicators and metrics that are aggressive, but not unrealistic.
- Provide strong and compassionate leadership, training and guidance to LPOSC board and staff.

Events

- Leads the planning and management an annual calendar of events that complement and achieve fundraising and donor engagement goals and build member loyalty and retention. Current events include: Snowdown event, summer event on a conserved property, and Ska Anniversary Party.

Programs and Partnerships

- Serves as primary point of contact for Wellness In Nature Collaborative, working closely with partners from San Juan Mountains Association, Mountain Studies Institute, and Southwest Conservation Corps to provide youth education programming on conserved properties.
- Participates in Southwest Equitable Land Access Project meetings with Executive Director.
- Collaborates with Stewardship Director on the planning and implementation of LPOSC's annual Southwest Stewardship Series.

Administrative

- Manages LPOSC's donor database in Salesforce and Mailchimp.
- Manages LPOSC's website and social media accounts
- Provides philanthropic-focused administrative support to the Executive Director, including setting up donor meetings, managing a busy calendar, and scheduling networking opportunities.
- Provides administrative support to assist with maintenance of organizational operations, including assisting the Executive Director with filing quarterly raffle reports, renewing LPOSC's charitable status annually, submitting grant reports, etc.

Minimum Qualifications

- 3-5 years of demonstrated professional, relevant experience.
- Ability to prioritize and manage multiple projects and tasks in a fast-paced environment.
- Strong computer skills, including Microsoft Office products, Salesforce, Mailchimp, and Asana.
- Demonstrated success and credibility working with donors and achieving fundraising goals.
- Demonstrated mindset of hospitality and customer service.
- Demonstrated experience working collaboratively with partners and stakeholders.
- Highly organized and efficient; hard-working with superb attention to detail and nuance.
- Ability to work independently and as part of a team.
- A commitment to furthering La Plata Open Space Conservancy's mission.
- A demonstrated knowledge of and interest in the outdoors, natural resource conservation, and/or community development.

Preferred Skills, Knowledge, & Experience

- Seven or more years of demonstrated professional, relevant experience
- Completion of higher education in relevant field
- Proficiency in Spanish

Other Requirements

- Valid driver's license
- Physical demands may involve:
 - Lifting materials and equipment – including, but not limited to, office supplies, event supplies, and boxes of swag – up to 25 pounds.
 - Working in variable weather conditions at remote locations on difficult and hazardous terrain and under physically demanding circumstances

Benefits

LPOSC offers full-time employees excellent benefits including: participation in a group health insurance plan, retirement contribution, paid time off, professional development opportunities, and flexible work arrangements.

How to Apply

The position is open until filled. Applicants should submit 1) a cover letter, 2) resume, and 3) answers to the questions below (all as a single pdf) by email to adrienne@lposc.org with the subject line: Associate Director.

Please limit responses to no more than 200 words per question:

1. Why are you interested in working for La Plata Open Space Conservancy?
2. Why does conserving land, water, and agriculture in southern Colorado matter to you?
3. Please describe your experience relevant to the position's core responsibilities.

La Plata Open Space Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, or other protected status. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community are encouraged to apply for this role.