



## Position Description

**Job Title:** Executive Director

**Full-Time/Exempt:** 40 hours/week

**Work Environment:** Hybrid (Denver Audubon Office, Kingery Nature Center, partially remote)

**Reports To:** Board of Directors

### Position Summary

The Denver Audubon Executive Director is the key leadership role responsible for overseeing and guiding the organization's overall vision, mission, and strategic direction in partnership with the Board of Directors. This position entails managing the day-to-day operations of the Denver Audubon, including overseeing staff, programs, and finances. The Executive Director plays a crucial role in fundraising and development, cultivating relationships with donors, partners, and stakeholders to ensure the financial sustainability of the organization. Additionally, the Executive Director is responsible for advocating for bird and habitat conservation, promoting environmental education initiatives, and engaging with the local community to raise awareness about bird-related issues. This role requires strong communication skills, strategic thinking, and a passion for environmental conservation to effectively lead Denver Audubon in achieving its goals and promoting a sustainable and thriving natural environment.

### About Denver Audubon

Founded in 1969, Denver Audubon is an independent chapter of the National Audubon Society. We are a conservation and education organization with the mission to inspire actions that protect birds, other wildlife, and their habitats through education, conservation, and research. We connect people to nature in our metro Denver community. Denver Audubon conducts formal and informal programs in schools, local parks, libraries, and in partnership with other organizations. We also offer field trips and adult education programs such as Beginning Birdwatching, Audubon Master Birder, and Community Naturalist Training. Our Conservation Committee works with the Colorado Legislature and other environmental organizations on key issues affecting birds, other wildlife, and habitats. The Lois Webster Fund is Denver Audubon's research arm, a self-sustaining program that provides research grants for non-game Colorado wildlife and education projects.

Denver Audubon's current annual budget is approximately \$500,000 with the bulk of expenses allocated to staff salaries and expenses. The organization is supported by private contributions, government and community grants, minimal corporate support, and an endowment of ~\$1M. The Lois Webster Fund is supported by annual contributions and an endowment of ~\$160,000.

### Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to be completed by the position.



### **Leadership and Management**

- In partnership with the Board of Directors, create short- and long-term strategic plans in support of Denver Audubon's work and mission.
- Lead staff in implementing and executing Denver Audubon's strategic plans, while developing and reporting metrics to track progress.
- Develop and improve organizational infrastructure including processes, systems, and policies to maximize efficiency and support future growth.
- Provide vision and oversight to program growth and expansion including conducting external needs assessments and internal reviews of program effectiveness.
- Manage human resource administration including hiring, training, and evaluating employees, as well as creating an inclusive and empowering work environment.
- Develop a staffing plan that can evolve with Denver Audubon's anticipated growth and provide opportunities for individual career growth.
- Along with staff recruits volunteers, interns, and field trip leaders and works collaboratively with new board members, committee chairs, and committee members.

### **Finance and Operations**

- Work with the Board of Directors' Finance Committee to develop, approve, and manage annual revenue and expense budgets.
- Provide transparent fiscal stewardship of Denver Audubon, ensuring financial accountability. This includes working with Denver Audubon's external auditor.

### **Fundraising**

- Create and implement fundraising plans in collaboration with internal staff and the Board of Directors to ensure the short-term and long-term financial health of Denver Audubon. This will include an annual budget to meet staff and program growth as well as capital budget planning to meet facilities' needs.
- Lead efforts to diversify revenue sources such as increasing individual, foundation, and corporate giving, grants, special events and earned income.
- Manage and steward key relationships with individual, institutional, and corporate donors.
- Prepare and submit an annual SCFD funding grant and National Chapter Support Report.

### **Programs and Community Building**

- Serve as the ambassador and spokesperson for the organization's mission to its members, Board of Directors, individual donors, corporate donors, volunteers, as well as to partners, community leaders, granting agencies, governmental agencies, legislators, and the public in general, building strong and mutually beneficial relationships.
- Work to identify and engage new individuals, groups and communities in Denver Audubon's work and programs.
- Attend community events and cultivate speaking opportunities to deepen local networks, engage donors and expand Denver Audubon metropolitan-wide presence.



### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities, and activities may change at any time with or without notice.

### **Qualifications and Experience Required**

- Bachelor's degree required, master's preferred, in business or nonprofit management, environmental education, the natural sciences, or related field.
- Minimum 5 years' experience in a senior-level leadership position at a non-profit organization including financial management, fundraising, grant writing, recruiting, inspiring, and empowering staff and volunteers.
- Demonstrated passion for conservation, birds, or wildlife either through one's professional or private life.
- Demonstrated success in facilitating and implementing organizational strategic and operational plans
- A history of successful fundraising, including individual donor cultivation, membership drives, and grant acquisition.
- Experience with non-profit accounting principles, planning and managing finances, operational budgets, and reporting.
- Experience in recruiting, training, and managing both staff and volunteers.
- Experience working with a board of directors, and the ability to build and maintain positive relationships with board members.
- Public speaking and networking skills with the ability to build relationships and sustain partnerships with diverse communities.
- Proficiency in office software and a willingness to adopt and leverage digital tools for chapter operations and communications.
- Excellent written and oral communication skills.
- A commitment to promoting inclusivity, diversity, and equity in all aspects of the chapter's work.

Must be able and willing to work a flexible schedule, including evenings, early mornings, and weekends as needed (mainly for special events and programs). Must be willing to travel locally as the job requires.

Denver Audubon is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants based on age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, color, religion, creed, national origin, ancestry, disability, military status, sexual orientation, gender identity, genetic information, or any other status protected by applicable state or local law.

**Compensation**

The annual salary for this position is \$80,000-\$100,000 depending upon experience.

**Benefits**

Monthly accrued paid Vacation and Paid Sick Leave. 9 paid holidays and 5 floating holidays in the month of December, Medical insurance coverage, Health Savings Account, comprehensive employee assistance program, 403(b) IRA or Roth IRA with employer match, flexible schedule, hybrid location with some office time and some time spent in the field and in meetings with donors and class participants.

**How to Apply**

Submit resume and letter of introduction via e-mail with subject line "Application for Denver Audubon Executive Director Position" to the President of the Board, Curt Frankenfeld at [curtfrankenfeld@earthlink.net](mailto:curtfrankenfeld@earthlink.net)