

Associate Director of Statewide Stewardship

Volunteers for Outdoor Colorado
Dos Chappell Bathhouse - Washington Park Office
600 S Marion Parkway, Denver, CO 80209



About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Colorado's outdoor resources contribute greatly to our health, happiness and state economy, but they also face ongoing stresses and require care and stewardship to ensure long-term sustainability. Leveraging our 36 years of experience in outdoor stewardship volunteerism, we engage 5,000 volunteers in hands-on stewardship work each year. We also help other groups develop and grow effective volunteer programs to meet Colorado's growing stewardship needs. Finally, we foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado.

Position Overview

The Associate Director of Statewide Stewardship is a full time, exempt, senior management position that reports to the Chief Program Officer (CPO). This position is a hands-on and participative manager, serving collaboratively to ensure high organizational performance results specifically within VOC's Boots on the Ground programmatic area. The position's primary responsibilities are to lead and support the development and maintenance of statewide land manager and other project-related partnerships; direct programmatic delivery through projects that strategically address recreation and ecosystem stewardship needs through the engagement of diverse volunteer populations; oversight of annual volunteer project development, including directing support services that include but are not limited to: management of operations center and vehicle fleet and effective fundraising to help support these activities.

Core Competencies

The following competencies are expected from all staff members at VOC:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to customers, partners, volunteers, and donors
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates things independently and to help improve the organization
- Accountability: reliable and inspires trust in others

Responsibilities

Personnel Management

- Provides supervision, mentoring and coaching of VOC's Project & Operations Manager and Community Engagement Coordinator.
- Provides guidance and management with the full Boots on the Ground project team, including oversight responsibilities pertaining to staff supervision, project logistics, leadership development and Boots on the Ground program impacts.

Partnership Development

- Establishes and maintains successful relations with land management, government agencies and community-based groups across the state as they pertain to project related efforts.
- Represents VOC's stewardship interests among community, network groups and coalitions.

Government Relations

- Maintains direct contact with all government entities associated with VOC, including federal, state and local government land management and natural resource management agencies.
- Represents VOC at meetings and conferences related to stewardship, including presentations at land management agency and other governmental meetings.
- Assists with quarterly Partnership Newsletter to agency partners about VOC.

Fund Development and Grant Management

- Works collaboratively with others on the VOC leadership and development teams to assess and secure funds to support statewide stewardship project and partnership efforts.
- Drafts relevant grant proposals and reports, working collaboratively with Leadership Team members and development staff on final grant preparation and submissions, including preparing draft budgets in tandem with the Chief Operating Officer (COO) to ensure compliance on costs and reporting.
- Responsible for assisting with interim and final reporting to funders, including working with the COO on relevant financials.

Project Development and Programmatic Delivery

- Manages VOC's annual project development, solicitation and selection process; oversees pre-season project scouting process utilizing staff and volunteers.
- Maintains an ongoing list of project opportunities with land managers and works to align these opportunities with adequate funding and project-support requirements.
- Assists CPO with Corporate SWAT (Stewardship with a Team) program, including managing initial requests with new partners and assisting with project selection.
- Oversees strategic engagement programs delivered by the Community Engagement Coordinator.

Qualifications

This position is well-suited for a strategic, passionate and professional leader committed to volunteer stewardship work. A successful applicant must have relevant project and program management experience in related conservation or other environmental, government, non-profit and/or business operation. A successful applicant will also possess the skills necessary to motivate and lead a team of professionals and volunteer leaders in developing and maintaining dynamic and sustainable programs that support environmental stewardship. The Associate Director of Statewide Stewardship also provides leadership in the development and implementation of VOC's strategic growth, helping to ensure that new initiatives can develop with the appropriate resources and infrastructure to support on-going success. Other required and preferred skills and experience include:

Education and Previous Experience

- Requires Bachelor's degree in a related field and at least 3 years of professional experience in programmatic and/or project management
- Requires at least two years of proven supervisory experience, including workplan development, performance review, and professional mentoring and coaching guidance
- Requires demonstrated effectiveness in partnership development and management
- Requires demonstrated ability and experience in project management, program delivery and program evaluation
- Requires a track record in contract and grants management, including budget development and oversight

Desired Skills, Qualities and Abilities

- Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
- Excellent written and oral communication skills; clear and concise for internal and external correspondences, proposals and reports
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Proactive and innovative leader
- Multitasker with the ability to wear many hats in a fast-paced environment
- Excellent people skills, customer service orientation and public speaking skills
- Proficient computer skills in Microsoft Suite applications, and ability to assist with online database and website development
- Willingness and ability to work weekends and evenings based on project and meeting requirements
- Willingness and ability to travel extensively in Colorado and work in a variety of outdoor environments and weather conditions
- Valid driver's license and excellent motor vehicle record required
- Ability to pass a background check required

Physical Requirements

Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write and communicate fluently in English.

To Apply

Email a cover letter and resume to jobs@voc.org, as a single PDF and include "Associate Director of Statewide Stewardship" in the subject line. Please include where you found our job ad in your email, and if you have specific salary requirements please include them in your cover letter.

No Phone Calls.

We are committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities and walks of life to join our team and help grow a more inclusive outdoor stewardship community that engages all people.

Applications for the position are due by **midnight February 10, 2020**.

Compensation

VOC offers a competitive total rewards package of compensation and benefits, including 100% employer paid health insurance, up to a 4% match on a 403(b) retirement plan, paid vacation and sick time, and more. This is an exempt position with a hiring range between \$55,000 - \$68,000 (annualized salary).

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.