Cottonwood Canyons Foundation (CCF) works to continuously improve the environments of Big and Little Cottonwood Canyons through education and stewardship programs. The Cottonwood Canyons are a critical and magnificent ecosystem, providing approximately 60% of the drinking water for Salt Lake City, and are a major economic engine for Utah’s ski industry. We see it as extremely important to educate the public, who utilize this area for recreation and who rely on it daily for their drinking water, on the canyons’ importance and how they can give back to the environment in hands-on ways. The Executive Director will be an integral part of providing education and stewardship and is an excellent position for someone with a love of the environment and working to make a difference.

Cottonwood Canyons Foundation is seeking an Executive Director to move the organization through a period of transition and into future growth through strategic planning with the Board of Directors and strong leadership of the seasonal and year round staff. The Executive Director (ED) is the primary administrator of CCF and works directly with the Board of Directors. This position is responsible for financial management, human resources, program and policy development, public relations, fundraising and event management, and oversight of all activities of the organization. The ideal candidate for this position will have a passionate commitment to the environment, particularly the Cottonwood Canyons area, as demonstrated through their experience, education or volunteerism.

Functions of the Position: This is a comprehensive list of duties achieved in collaboration with staff members and a working Board of Directors. Other duties may arise as the strategic plan evolves over time.

TO APPLY: PLEASE SEND A COVER LETTER, RESUME, AND SALARY REQUIREMENT TO: jenny@cottonwoodcanyons.org (Jenny Zachry, Interim Executive Director)

LEADERSHIP:
- Demonstrate knowledge of nonprofit and environmental education and stewardship
- Maintain a positive and healthy workplace environment that attracts, retains and motivates top quality staff
- Develop strong relationships and collaborations with Board members, nonprofit organizations, foundations, individual donors, sponsors, community partners, government entities, corporations, educational institutions and research institutions
- Demonstrates inclusive and collaborative mindset to maintain good relationships with partner organizations; Function as the spokesperson for Cottonwood Canyons Foundation
- Demonstrate and model personal integrity and ethics

BOARD ENGAGEMENT:
- Guide the Board of Directors in creating agendas, meeting logistics and communications
- Lead the Board in governance training and implementation of best practices of governing boards
- Attend all meetings of Board and Executive Committee as nonvoting member
- Provide background for Board to make informed decisions in developing policies and strategic plan
- Collaborate with Board to develop strategic plans, goals, objectives, action items and timelines
- Ensure implementation of Board policies and strategic plan
- Report to the Board on progress and course corrections of strategic plan, objectives and timeline
- Recommend and initiate new policies and programs to enhance CCF’s mission, strategic plan and services
- Monitor, assist and coordinate the activities of all CCF committees to ensure effective Board governance
- Assist with Board recruitment and training

**FUND RAISING AND MANAGEMENT:**
- Develop a fundraising plan to meet current and long term financial needs
- Implement fundraising strategies with support from Board
- Maintain strong relationships with funders and create a donor recognition program
- Solicit corporate sponsorships for annual events
- Write grant proposals and negotiate grant awards (mostly Federal and local government grants)
- Monitor grant programs for compliance and produce all required reporting

**FINANCIAL MANAGEMENT:**
- Diversify CCF’s funding stream
- Provide business ROI analysis on expansion models
- Develop budgets in coordination with staff and board
- Approve and direct expenditures within the Board approved budget
- Appropriately maintain all financial records
- Prepare monthly financial statements for Treasurer and Board review

**OPERATIONS:**
- Oversee and supervise the daily operation of the CCF office and functions
- Manage all aspects of human resources including recruitment, selection, development, coaching, team building, performance review and termination of volunteers, interns and staff
- Oversee implementation of nonprofit sector research and production of reports
- Comply with all national, state and local legal and reporting requirements

**REQUIRED SKILLS AND BACKGROUND:**
- At least 7 years of professional experience in nonprofit organizations with demonstrable increases in administrative, programmatic and managerial responsibilities. Must include at least 2 years’ experience in nonprofit management, preferably as the top executive
- Bachelor’s degree required; advanced degree preferred
- Demonstrated success in developing and managing annual budgets
- Demonstrated fundraising and special events success as well as understanding of the principles of effective fundraising; experience with federal grants preferred
- Experience leading a Board of Directors through governance, strategic planning, and organizational growth
- Excellent oral and written communication skills and exceptional public speaking skills
- Exceptional interpersonal skills
- Experience providing direction, leadership and vision to a nonprofit staff, board and/or volunteers
- Experience with public relations, media relations and marketing
- Ability to develop and strengthen partnerships and collaborations to further the CCF mission
- Knowledge of the Cottonwood Canyons area through recreational use preferred