



## Executive Director Application

For over 20 years, Historic Routt County (HRC) has been the leader in protecting historic places and landscapes throughout Routt County, Colorado. Since the initial grassroots group of driven community members organized in 1997, Historic Routt County has grown in size and scope. The organization directly protects historic places through its programs: Preservation Projects, Historic Designation and Documentation, Advocacy, Education and Community Engagement, and Stewardship. Historic Routt County is a highly collaborative organization and partners with local, state and federal governments, as well as local heritage, economic development, sustainability, and education organizations to accomplish its mission. Historic Routt County is funded through a county mill levy, grants, project management revenue, and an active donor base.

The Executive Director (ED) is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The ED will have overall operational responsibility for the strategic implementation of HRC's mission, through management of the organization's programs, administration, fundraising, and staff. They will cultivate knowledge of historic preservation policy and practices, will develop opportunities and partnerships, refine procedures, and develop a sustainable business plan to lead the organization's growth. This is an interesting and dynamic position with numerous intangible benefits including the opportunities to visit historic places around the County, explore local history, initiate projects, and collaborate across sectors.

Qualified candidates will have 3 or more years of leadership experience with non-profit organizations or government agencies and experience with grant writing, fiscal management, human resource management, public relations, and knowledge of current challenges and opportunities in historic preservation. They will possess integrity, a positive attitude, be mission-driven and self-directed. A full position description outlining the primary duties and responsibilities of the Executive Director is attached.

Details: 40 hours per week (FT) with flexibility and the occasional requirement to work evenings or weekends to accommodate special events. Exempt/salaried position; reports to Board of Directors. Position located in Steamboat Springs, Colorado.

Salary and Benefits: \$50,000 - \$65,000 annually, dependent on experience. 12 paid vacation days, 6 paid sick leave days, and 9 paid holidays.

### ***Application packages should include the following information:***

- A cover letter addressing:
  - Why you are interested in Historic Routt County;
  - Your familiarity with rural historic preservation;
  - Your experience with business, grant, volunteer, board, staff and project management;
  - Your vision for solidifying and expanding Historic Routt County's current programs and projects; and
  - Why you are the best person to lead this organization into the future.
- Resume or CV, including educational background.
- Three professional references. We will contact candidates prior to conducting reference checks.

Application packages should be in one of the following formats (.docx, or .pdf) and emailed to the Board of Directors at [info@historicrouttcounty.org](mailto:info@historicrouttcounty.org). Submissions will be accepted until April 29th, 2022. All applicants will be notified of their status by May 15th, 2022. Final candidates will be willing to undergo a comprehensive background check.



## **Executive Director Job Description**

**TITLE:** Executive Director

**SUMMARY:** Historic Routt County (HRC) is an award-winning, nationally recognized nonprofit historic preservation organization with a mission to preserve and to promote the historic character of Routt County communities and rural areas by saving the places that tell the story of our county and its people. HRC accomplishes its mission through its programs: Preservation Projects, Historic Designation and Documentation, Advocacy, Education and Community Engagement, and Stewardship.

The Executive Director (ED) is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The ED will have overall operational responsibility for the strategic implementation of HRC's mission, through management of the organization's programs, administration, fundraising, and staff. They will cultivate knowledge of historic preservation policy and practices, will develop opportunities and partnerships, refine procedures, and develop a sustainable business plan to lead the organization's growth.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

All goals and objectives associated with the primary duties and responsibilities will be reviewed annually during development of performance expectations.

The Executive Director performs the following essential functions:

#### *Leadership and Board Development*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Promote the Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, strategic partnerships, and overall organizational wellness.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build Board involvement with strategic direction, work with Board to recruit, train and maintain a strong, balanced Board of Directors and committees.
- Position Historic Routt County as an effective, vital, historic preservation organization. Represent HRC at appropriate public functions and be a primary spokesperson for the organization.



### *Operational Planning and Risk Management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Oversee the efficient and effective day-to-day operation of the organization that is consistent with best practices in nonprofit management. Ensure that the operation of the organization meets the expectations of its constituents, Board and donors.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage, and that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

### *Program Planning and Management*

- Oversee the planning, implementation and evaluation of the organization's programs and services, including the following:
  - Preservation Projects
  - Stewardship
  - Historic Designation and Documentation
  - Preservation Advocacy
  - Education and Community Engagement
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities set by the Board of Directors.
- Leverage relationships to garner new programmatic opportunities for the organization.

### *Fiscal Management*

- Ensure that HRC is fiscally sound. Work with staff and the Board of Directors to prepare a comprehensive budget.
- Establish rigorous accountability and reporting standards and ensure compliance and accountability to Board of Directors, constituents, funders, and regulatory bodies.
- Engage with Treasurer and Board of Directors in developing and evaluating internal controls, financial planning, diversification, accounting, banking, and reporting procedures.
- Direct HRC's financial activities and make decisions based on plans and policies developed in concert with the Board of Directors.
- Responsible for all bookkeeping and accounting activities, either directly or through management of outsourced vendors.



### *Fund Development*

- Develop, organize, and implement fundraising activities with the Fundraising Committee to secure adequate funding for HRC operations and programs.
- Sustain and grow a diverse funding base. Emphasis will be on individual giving, corporate and foundation giving, in-kind donations, and overall growing the base of HRC supporters while maintaining rapport with existing donors.
- Responsible for all donor tax receipts and acknowledgement, either directly or through oversight of staff or volunteers.
- Identify, write, and manage grants for programs and general operations.

### *Marketing, Community Relations, and Partnerships*

- Responsible for development and implementation of annual Marketing and Communications Plan, either directly or by managing and supporting an outsourced communications vendor.
- Deepen and refine all aspects of communications to existing stakeholders and a broader audience— from web presence to external relations—with the goal of creating a strong awareness of HRC’s mission and work, while fostering a preservation ethic in the community.
- Develop and/or oversee development of website and ensure content is regularly updated.
- Support content development for active social media.
- Establish good working relationships and collaborative arrangements with community groups, elected officials, and other community leaders. Develop and support contacts in local and state-wide media. Ensure Historic Routt County is the reliable and accurate resource for local journalists reporting on historic preservation issues.

### *Human Resources*

- Determine staffing and independent contractor requirements to maximize organizational management and program delivery.
- Prepare for the anticipated growth of the organization: develop and implement appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning, and performance management for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations. Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Recruit, manage, inspire, and empower a strong staff.



## **QUALIFICATIONS:**

- University degree in a related field strongly preferred; professional designation is not required.
- Three or more years of progressive management experience in a non-profit or government sector organization.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, with the ability to balance multiple projects.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Knowledge of leadership and management principles as they relate to non-profit organizations or government.
- Knowledge of all federal and state legislation applicable to nonprofit sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, etc.
- Knowledge of current community challenges and opportunities relating to historic preservation.
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in project management and organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.

**DETAILS:** 40 hours per week (FT) with flexibility and the occasional requirement to work evenings or weekends to accommodate special events. Exempt/salaried position; reports to Board of Directors. Position located in Steamboat Springs, Colorado. The Executive Director will primarily work in an office environment, but the mission will require occasional site visits to historic places across Routt County. Use of personal vehicle is required for site visits and mileage will be reimbursed at the standard IRS rate.

**SALARY:** \$50,000 - \$65,000 annually, dependent on experience.

**BENEFITS:** 12 paid vacation days, 6 paid sick leave days, and 9 paid holidays.