



GARNA Administrative Director Job Description

Reports to: Board of Directors

Are you a change agent who can help set the direction for one of the Upper Arkansas Valley's longest serving nonprofits? Are you the right leader to co-direct a thriving organization and establish strategy for growth, development of the Board of Directors, and financial diversification? If so, then we want to talk to you! The Greater Arkansas River Nature Association (GARNA) is hiring a dynamic Administrative Director to help take our small-but-mighty nonprofit to its next level of success.

For more than a quarter century, GARNA has led critical environmental education, sustainability initiatives, and public lands stewardship programs in the Upper Arkansas Valley. GARNA is nature-centered and community-driven, and well respected throughout the communities it serves. The Upper Arkansas Valley of Colorado is surrounded by mountains and is over 75% public lands. GARNA's culture has been built by the volunteers and land management agencies who serve these lands, and its new Administrative Director will build on this strong base to expand and deepen GARNA's impacts.

GARNA, a 501(c)(3) nonprofit environmental organization based in the Upper Arkansas Valley and founded in 1996, inspires a conservation ethic by providing educational opportunities and experiences so that those who live, work, and play here are motivated to take care of the natural resources and leave a legacy of responsible use of the natural environment.

Position Type: Full Time Salaried Exempt 40 hours per week average.

Compensation: Salary range for this position is \$55,000 - \$60,000 per year, depending on experience. Benefits to include Health Insurance, Nine Paid Holidays, Accrued Time Off.

Position:

Reporting to the Board of Directors and serving as the leader of the organization's management team, the Administrative Director is responsible for the development and execution of GARNA's organizational strategy and serves as the primary liaison to the Board of Directors. The Administrative Director also takes lead on GARNA's development strategy, including donor cultivation and fundraising activities, and financial planning, oversight, reporting and analysis.

The Administrative Director will work closely with the Impact Director and Board of Directors to ensure the organizational strategy is aligned with the mission and strategic goals, progress and challenges are communicated, and all operations follow the organizational policies.

The position will be required to reside in the Upper Arkansas Valley and spend time in the office in Salida, Colorado as well as travel as far as Leadville and Canon City. Some remote work is possible. Some evening and weekend work will be required.

Responsibilities:

- Organizational Strategy: Develop a comprehensive long-range strategy to achieve the organization's mission, incorporating resource development, financial management, grants management and impact strategy. Lead the Board and staff through comprehensive strategic planning, progress tracking, and outcomes monitoring.
- Development Strategy & Operations: Create and implement a resource development strategy to ensure sufficient resources for the organization to achieve its goals incorporating individual giving, major gifts, special events and bequests, and sponsorships.
- Financial Management: Direct, implement and monitor financial policies and procedures for the organization to ensure healthy, transparent financial management in accordance with all applicable laws and best practices.
- Board Liaison: Serve as the primary liaison to the Board of Directors. Develop and support the board in following governance best practices and develop strategies for effective information sharing and action throughout the organization.
- Staff Management: Oversee the Impact Director and provide support in their management of the staff team including HR functions, staff development and evaluations.

Experience, Knowledge, Skills & Abilities Required:

- Proven leadership skills.
- Relationship-oriented, collaborative, and communicative.
- Team-builder who can successfully inspire, delegate, and oversee.
- Bachelor's degree required; master's degree or equivalent experience preferred.
- Senior/executive level Development, Fundraising or Marketing management experience in the nonprofit sector.
- Strong organizational abilities including planning, delegating, program development and project management experience.
- Must excel at handling multiple projects and priorities simultaneously.
- Experience with nonprofit financial reporting, including nonprofit accounting systems and procedures, budget preparation and financial analysis.
- Strong written and oral communication skills including strong public speaking ability.
- Experience with grants management, writing and reporting.

Experience, Knowledge, Skills & Abilities Desired:

- Natural resource or environmental stewardship experience.
- Previous nonprofit staff and volunteer management experience, with responsibility for multiple people and teams.
- Previous Board of Directors development experience.
- Policy development, writing, and enforcement experience.
- Strategic planning experience.

This position is more than a list of required qualifications. We understand that candidates may have competencies not listed in the above requirements. Please consider applying if you meet many of the above requirements and are enthusiastic about gaining additional skills required to execute the position's essential job duties and responsibilities. Professional development opportunities are one of the benefits of being part of the GARNA community.

GARNA is an equal opportunity employer that values and is enriched by diversity. We center equity in all our work and in our hiring practices.

How to Apply: Qualified applicants should send a cover letter and resume to Dominique Naccarato, Impact Director, at Dominique@GARNA.org (subject: Administrative Director). In your cover letter, please be sure to indicate where you found this position announcement. Applications accepted until filled.