

Community Agriculture Alliance Executive Director



Summary of Position

This position is a career opportunity for a motivated person to join CAA's mission driven, dynamic team. The CAA Executive Director is responsible for organization leadership, strategic development, administration and operations, management of programs and staff. The organization is in an exciting period of growth and expansion, looking for the next leader.

Responsibilities

Leadership Responsibilities

This position will provide overall organizational leadership and management. Representing CAA in the community and with diverse partners is a core responsibility. Setting and meeting goals to help further the CAA mission and programs in coordination with the CAA Board of Directors and staff.

Community Outreach and Engagement

Connecting with community partners, organizations, funders, donors, producers, and visitors is a critical role and fulfills CAA's mission of creating alliances in support of agriculture. Public speaking, giving presentations both online and in person, meeting with community leaders, government and key partners are key responsibilities of this position.

Administration and Operations

Providing day to day operational direction for the organization and staff including management of the CAA building. This includes program oversight and direct support as needed. The Executive Director is responsible for hiring and managing all CAA staff.

Fiscal Oversight and Sustainability

The Executive Director is responsible for managing the organizational and related program budgets. This includes working directly with CAA bookkeeper and reporting to CAA Board of Directors. Providing fiscal oversight, planning, management of the organizational endowment and related bank accounts.

Required Skills

Strategic – develop and implement strategies that align with CAA mission, vision, and strategic anchors

Problem Solving – ability to solve complex multidimensional problems

Accuracy – manage multiple, diverse projects with accuracy and attention to detail

Communication – ability to write and communicate clearly and efficiently with a variety of demographics

Teamwork – assist where needed, develop team with CAA staff and Board

Passion – share organizational values and desire for agriculture to thrive in the Yampa Valley

Relationship Management – the ability to successfully develop and manage relationships with diverse individuals (ag producers, partners, Board, customers, and donors)

Fundraising and Donor Relations – experience in developing successful fund-raising activities and managing positive donor relationships

Grant Writing and Management – successful grant writing experience and the ability to manage multiple grants, meet reporting requirements and related financials

Employee Supervision/Management – experience managing employees, providing constructive feedback and helping employees thrive and succeed

Basic Understanding of Agriculture - Colorado water law and irrigation, farming and ranching in NW Colorado

Reporting: This position will report to the CAA Board of Directors

Location: Steamboat Springs, Routt County, Colorado

Desired Requirements

- 5+ years professional experience in Executive Director or nonprofit leadership roles
- Nonprofit financial management experience, including budgeting and strategic forecasting, and

utilizing QuickBooks Online for nonprofit accounting

- Experienced successful grant writing, fundraising management and the ability to manage multiple grants including reporting requirements
- Ability to develop and sustain meaningful partnerships with diverse organizations and individuals
- Excellent written, verbal, organizational, and interpersonal communication skills

Salary and Benefits

This is a full time and exempt position located at CAA offices in Steamboat Springs, CO. CAA serves the Yampa Valley; a successful candidate will reside in the Yampa Valley and be expected to provide in person services at CAA offices and at activities or events throughout the Valley.

Salary Range: \$70,000-\$80,000 (based on experience)

Candidates must be available to start by August 1,2024

To apply, email a letter of interest and resume to Michele Meyer michele@communityagalliance.org

The Community Agriculture Alliance is an equal opportunity employer.