EXECUTIVE DIRECTOR

Job Type: Full-time, exempt position
Salary: Salary range for the position: $160,000-$205,000

Bonus eligibility: Position is eligible to earn one-time bonuses after six months of employment for achieving significant business objectives as determined by the GOCO board.

POSITION SUMMARY:

The Executive Director provides strategic leadership for GOCO, implementing a vision for the organization that furthers its long-term role as a key outdoors partner in Colorado. They enhance and maintain relationships with key constituents across the state including state agency leaders; state, county, and municipal elected officials; industry leaders; grant applicants and grantees; nonprofit partners; funding partners; and community members.

The Executive Director leads key public policy and public affairs activities, serving as GOCO’s primary spokesperson locally, regionally, and nationally. The Executive Director increases understanding of the value the outdoors plays in the quality of life, health, and economic development of communities and their residents.

The Executive Director provides operational leadership, overseeing all aspects of GOCO’s operations. They promote strong fiscal accountability and responsibility and maintain a culture of efficiency, productivity, flexibility, and accountability to grantees and partners.

The Executive Director works closely and strategically with the GOCO board, identifying strategy and policy issues to be addressed by the board and developing recommendations on those topics. The Executive Director supports board members in their efforts to work productively and effectively as a group and as individuals.
PRIMARY RESPONSIBILITIES:

STRATEGIC LEADERSHIP
- Work with the GOCO board to establish and execute the vision/mission and strategic plans.
- Maintain clear strategic goals.
- Ensure operational alignment with the goals and mission.
- Consistently display integrity and model GOCO’s values.

PUBLIC AFFAIRS & COMMUNICATION
- Serve as GOCO’s primary point of contact for external constituents.
- Serve as GOCO’s primary spokesperson to the media, elected and appointed officials, grantees, the public, agencies, and organizations.
- Establish and maintain strong and cooperative relationships with the state legislature, the governor’s office, state agencies, local governments, recreation districts, conservation non-profit organizations, funders, and other key partners.
- Develop and implement GOCO’s positions on legislative and policy matters affecting the organization and its partners in consultation with the GOCO board.

PROGRAMS
- Provide leadership in developing and implementing competitive grant programs that are relevant, efficient, community-centered, and high quality.
- Build a strong relationship with Colorado Parks and Wildlife in the development and implementation of programs and projects funded through GOCO investments.
- Establish and maintain effective working relationships with grantees and program partners.
- Ensure regular and right-sized program evaluation.

OPERATIONS
- Oversee administration of GOCO’s operations and finances, including development and tracking of budgets, an annual financial audit, personnel, grants management, fund management, and employee benefits.
- Work with staff and the finance committee to prepare annual operating and grant budgets; ensure GOCO operates within budget guidelines.
- Jointly, with the board chair and secretary, conduct official correspondence.
- Jointly, with designated officers, execute legal documents.
- Maintain official records and documents and ensure compliance with all relevant laws and regulations.
TEAM DEVELOPMENT & MANAGEMENT
• Provide inspirational leadership and management for a highly qualified staff, assuring a culture that promotes excellence, continuous improvement, shared leadership, and collaboration.
• Ensure sound human resource and management practices and policies are in place, including regular goal setting, performance evaluation, and staff development and training.
• Foster a culture that emphasizes the best in public service and employee retention.
• Encourage team development crossing disciplines to build cohesion.
• Directly manage and mentor the leadership team.
• Effectively engage and manage third-party consultants as necessary.

BOARD RELATIONS
• Serve as the primary contact for the GOCO board while providing appropriate opportunities for staff to interact with board members.
• Keep the board fully informed on the condition of the organization and all important influencing factors.
• Work with the board chair and executive committee to ensure effective governance.
• Identify and support ongoing board development efforts.
• Orient new board members.

GOCO INTERNAL VALUES
• Strategic: Fit your work within GOCO’s overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization’s evolving direction.
• Diverse: Foster, cultivate, and preserve a culture of diversity, equity, and inclusion.
• Respectful: Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
• Accountable: Take responsibility for your individual and team work to advance GOCO’s vision and priorities.
• Organizational Citizens: Create and participate in a culture that fosters growth, engagement, support, and success.

MINIMUM QUALIFICATIONS:
• A bachelor’s degree from a four-year college or university.
• Minimum of seven years of management experience; the ability to build, mentor, and coach a team of direct and indirect reports and peers in the area of grantmaking.
• Demonstrated experience and leadership in managing strategic priorities to advance an organization's mission and goals.
• The ability to communicate clearly and succinctly through spoken and written communications. Comfortable making presentations to small and large groups.
• A commitment to furthering GOCO’s mission and a demonstrated knowledge of and interest in outdoor parks/recreation and/or community development.
• Demonstrated knowledge of Colorado’s geography and communities.
• Experience working with boards and commissions (preferably government boards and commissions).

PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE:

• Energetic, flexible, collaborative, and proactive; an organizational leader who can positively and productively impact strategic initiatives.
• Innovative thinker with a track record for translating strategic thinking into action plans and measurable results.
• Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
• Professionalism and confidence to gain the credibility and respect of board and staff members.

LOCATION & OTHER REQUIREMENTS:

• Location: GOCO’s headquarters office in Denver
• Other requirements:
  o Willingness and ability to travel. Expect approximately 30 overnight stays per year. GOCO provides transportation, provides accommodations, and covers the cost of food and other reasonable expenses.
  o Willingness to attend weekend and evening meetings, workshops, conferences, and events in Colorado (and occasionally outside of Colorado).
  o Valid driver's license.
  o Physical demands may involve lifting materials and equipment, including but not limited to event and office supplies, up to 25 pounds; occasional work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.