



Executive Director

The Colorado Native Plant Society is seeking an Executive Director. The Colorado Native Plant Society is a Colorado-501(c)(3) Corporation whose mission is furthering the knowledge, appreciation and conservation of native plants and habitats of Colorado through education, stewardship and advocacy. It is managed primarily for and by volunteers to provide activities which engage, educate, stimulate, and create a positive experience for its members.

This position is 0.5 FTE with an adjusted annual salary of \$32,000-\$35,000 (FTE \$64,000-\$70,000) depending on experience and qualifications.

The job description of Executive Director for the Colorado Native Plant Society (CoNPS) is as follows:

The Executive Director (ED) will bring in new streams of revenue which will support their position. Such revenue may include but is not limited to obtaining grants, donations, major gifts and increasing memberships. The time period to achieve this goal will be two years and will be specified in the hiring contract.

The ED will supervise 4 employees. S/he will be available to the employees for advice on carrying out their duties. S/he will participate in the hiring process for new employees.

The ED will report to and liaise with the Board of Directors to help the Society achieve its stated mission. S/he will attend meetings of the Operating Committee and the Board of Directors. The ED will communicate with the Board in a timely, proactive and accurate manner to allow the Board to make informed decisions.

The ED will cooperate with Chairs of the various Committees and Chapter Presidents in achieving the Mission and Goals of the Society.

The ED will operate within the bylaws and other formal and informal documents of the Society.

The ED will work to enhance the image and impact of CoNPS by being active and visible in the community and cultivating relationships with our established partners, and other professional, volunteer, civic and private organizations as needs arise.

There may be other duties as assigned by the Board of Directors.

The successful candidate will have demonstrated capability in a responsible position with a non-profit organization within the field of ecology or conservation and public outreach, or similar experience. They should also have demonstrated success in creating successful fundraising programs, membership development and supervising employees. A college degree is preferred.

To apply send your resume or c.v. and cover letter via email to conpsoffice@gmail.com, or by postal mail to Colorado Native Plant Society, PO Box 200, Fort Collins, CO, 80522.