

Community Counts Colorado (CC), a 501c(3) nonprofit organization, is soliciting parties interested in serving as Executive Director for the organization.

The mission of Community Counts is: *To facilitate open and direct dialogue through timely response and resolution of mutual concerns between communities and the energy and extraction industries.*

Organization and job application information may be found at www.communitycountscolorado.com

The expected time commitment for the position is generally 20 hours or fewer per week, much of which may be completed in the evenings and on weekends. The time commitment may be greater occasionally.

Given the local engagement requirements of the position, applicants should reside in the Garfield, Mesa or Rio Blanco County to facilitate ongoing board, member and general public engagement. See attached Job Description: Tasks to be performed by the Executive Director include but are not limited to:

1. Works with board to fulfill the mission of CC.
2. Maintain the membership and email list database.
3. Maintain meeting, financial and other CC records.
4. Supervise activities of contract accounting and financial service contractors.
5. Primary CC spokesperson via periodic presentations for members and at public meetings.
6. Develop agenda for bimonthly board meeting.
7. Manage email and direct communication to membership and contact lists.
8. Respond to calls and verify operation of the 24/7 CC Response line (866)-442-9034
9. Fundraising: Solicit and track annual funding support from industry, local governments and others.
10. Develop and manage annual budget.
11. Coordinate meeting venues.

Monthly compensation is negotiable and based on qualifications and experience. Salary range is approximately \$2,300 to \$3,200 per month based on up to 20 hours per week. This position is not benefited eligible. The incumbent **DOES NOT** receive PTO, vacation, sick, medical, dental, vision, retirement, STD, LTD or Life benefits. This position is considered “part-time exempt.”

Application Process

Please send letter of interest with salary requirements, resume, and three work related references via email to: Kirk Daehling, President of Community Counts, mailto: KDaehling@Naturalsoda.com, Parachute, CO. **Please indicate in Subject Line “Community Counts Executive Director”**. Applications will be accepted until position is filled.

Position Description for Community Counts Executive Director Position

The Executive Director is the key management leader of Community Counts

Exploration for and production of natural gas, oil, and mineral resources is a major industry in western Colorado that provides jobs and economic benefits to the region. Importantly, with this comes the responsibility to be a good neighbor. Community Counts is a 501c3 community-based organization designed to offer residents a timely resource for open and respectful dialogue when they have issues, concerns or questions relating to the natural gas, oil, and extractive industries.

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities:

1. **Board Governance** – Works with the board in order to fulfill the mission of Community Counts (CC)
 - a. Responsible for leading CC in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
 - b. The Executive Director implements the policy directives originating from the Board and assumes the overall leadership in guiding all administrative and fiscal activities. Gives vision and leadership to the strategic and day-to-day program implementation of CC.
 - c. It is the responsibility of the Executive Director to ensure operators and residents are receiving pertinent information for their area (such as travel alerts wildfire information, mudslides, road closures, prescribed burns, rig moves and high-volume work at the discretion of the operator, etc.)
 - d. Maintain official records and documents and ensures compliance with federal, state and local regulations.
 - e. Responsible for communicating effectively with the Board and providing in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - f. Advertise, post and keep records of all board meetings, business and events.

2. **Financial Performance and Viability**
 - a. Develops and sustains a diverse funding base to ensure the financial health of the organization. Emphasis will be on growing the membership, grant development, and educational opportunities.
 - b. Responsible for the fiscal integrity of CC to include submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of CC.

- c. Responsible for fiscal management that generally anticipates operating within the approved budget and in a positive financial position. Oversees/supervises contract bookkeeping, accounting and financial activities.
- d. Responsible for fundraising and developing other resources, such as the Good Neighbor Training to support CC.
- e. Signs checks on behalf of the organization with a second, authorized signature by a member of the Board of Directors.
- f. Administers contracts as approved by the Board.
- g. Maintains an inventory of CC property and protects all such property.

3. Community Counts Organization and Strategy

- a. The Executive Director works with the board to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- b. Responsible for effective administration of CC operations.
- c. Responsible for hiring and retention of competent qualified contractors/staff as needed.
- d. Responsible for the effective administration of the 24/7 CC Response Line. Ability to respectfully listen to resident concerns and work with operators to respond in a timely manner.

4. Community and Public Relations

- a. Serves as the primary spokesperson for CC and represents the programs and point of view of the organization to agencies, organizations, and the general public.
- b. Assures the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- c. Coordinates member contact including newsletters and updates.
- d. Marketing – implements creative strategies to increase membership and expand public awareness of Community Counts and the Response Line.
- e. Maintains the CC website with up-to-date information.
- f. Collaborates and leads in effecting positive communication with citizens and industry.
- g. Publicizes the Response Line and other activities of CC, its programs and goals.
- h. Establishes sound working relationships with community groups and organizations.

Professional Qualifications

- A bachelor's degree or equivalent combination of education and experience
- Nonprofit management experience a plus
- Ability to listen well and be perceptive
- Excellent conflict resolution skills
- Solid budget management skills, including budget preparation, analysis, decision making and reporting
- Strong organizational abilities including planning and program development
- Ability to convey a vision of CC-and its future to staff, board, members, and others
- Knowledge of fundraising strategies with grant writing experience
- Strong written and oral communication skills
- Ability to mix and engage diverse groups
- Strong public speaking ability
- Proficiency in Microsoft Word, Outlook, PowerPoint, and Excel database management skills

JOB SNAPSHOT

Base Pay	Please state salary requirement in cover letter
Employment Type	Approximately 20 hours week, exempt.
Benefits	This is a non-benefited position.
Job Type	Executive Nonprofit
Education	Bachelor's, or equivalent combination of education and experience
Experience	At least 3 years
Industry	Not for profit – oil, gas, and mining industry related
Required Travel	Some western Colorado regional travel required