



Organization: Yampatika (501c3 tax-exempt non-profit)

Job Title: Executive Director

FLSA Status: Exempt

Location: Steamboat Springs, Colorado

Organization Background:

Yampatika is a 501(c)3 organization connecting people to nature and inspiring environmental stewardship since 1992. We provide science-based education opportunities for children and adults residing in or visiting Northwest Colorado. Our main goal, broadly defined, is to develop environmental learning opportunities that serve youth and adults in northwest Colorado. A majority of programming occurs in the region's largest community of Steamboat Springs, and additional programming occurs throughout Routt, Meeker and Rio Blanco counties. Our programming reaches thousands of youth and families annually, and includes pre-K - 12 school programs, out-of-school programs including summer day and overnight camps, special events, informational and educational tables at trailheads and community events, and guided outdoor hikes and tours.

Job Summary: Yampatika, located in Steamboat Springs, Colorado, is seeking a dynamic and focused **Executive Director** to expand our impact and programming through organizational leadership, ambitious visioning, and growth in revenue and fundraising.

We seek someone with administrative and leadership acumen combined with a commitment to mission-driven work to elevate the organization's impact in northwestern Colorado. As a smaller organization, the executive director needs to have the skills and adaptability to think strategically and also jump in to support and trouble-shoot with staff when needed. The executive director is also responsible for strategic planning, fiscal oversight, workplace culture, and establishing tactical plans to reflect the organization's mission and vision. The successful candidate will demonstrate a passion for nature, education, a commitment to community engagement, and a desire to lead a committed and dedicated team of professionals.

Primary Duties and Job Functions:

- Provide both strategic leadership and tactical planning to work toward the organization's mission and goals
- In collaboration with the Board, define a long-term (~5-10 year) vision for the organization
- Provide leadership and support to Yampatika staff
- Establish a positive and empowering workplace culture
- Establish and maintain partnerships with relevant community organizations to further Yampatika's reach and impact
- Represent Yampatika in local and regional groups and networks
- Develop and track annual operating budget, including monitoring goals for fee-for-service program revenue, charitable giving, and grant funding

- In partnership with the Board, establish a fundraising plan to include goals for expanding donor base and charitable giving
- Prepare bi-monthly reports for Board of Directors on impact metrics, revenue and expenditures, and mission-aligned stories and experiences
- Act as primary spokesperson for Yampatika and represent the organization at community activities and with media
- Serve as the primary resource to staff for problem-solving and trouble-shooting
- Lead onboarding of new employees
- Attend and participate in Board committee meetings and events, as needed

Education and Experience Qualifications

- Bachelor's degree in a field relevant to this position. Masters or equivalent work experience preferred
- Three years' experience in nonprofit or small business administration, preferably with organizations or in contexts relevant to this position
- Prior experience in developing budgets and fiscal strategies to achieve financial goals, including fee-for-service programming, charitable giving, and grant-writing
- Prior experience effectively leading others (e.g., staff, volunteers)
- Prior experience building partnerships with external organizations
- Prior philanthropic fundraising experience, including donor relations
- Prior success with grant writing and grant management

Other required skills and competencies:

- An enthusiasm for mission-driven work related to environmental education and/or conservation
- Proficiency with Microsoft Office Suite, Google applications, and social media platforms
- Familiarity with software such as QuickBooks, Sawyer, Neon and donor management platforms
- Strong verbal and written communication skills, including public speaking
- Interpersonal skills to effectively lead and support staff
- Adaptable to changing circumstances
- Ability to troubleshoot and problem-solve when challenges arise
- A commitment to diversity, equity, inclusion and justice
- Willing to do occasional evening and weekend work
- Valid Colorado driver's license
- Potential to obtain State of Colorado program director certification for school age child care programs, preferred

Salary range and benefits: as a Yampatika team member, you'll receive:

- A salary of \$80,000
- Health care benefits package

- Professional development support
- Flexible work schedule

Note: Employment contingent on passing a comprehensive background check, including a clean driving record

Non Discrimination and Accommodations Policy: Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Yampatika is an equal opportunity employer. All individuals are encouraged to apply.

To apply: send a resume and cover letter (up to 2 pages) addressing your interest in the position and describing your organizational leadership philosophy to info@yampatika.org. Application review will begin March 18.

970.871.9151

yampatika.org

Yampatika...inspiring environmental stewardship through education!