



## EVENTS COORDINATOR

### **Summary of Position:**

Innovation, creativity, attention to detail, analytical skills, and a passion for Colorado's natural resources and working lands are essential. CCALT embraces change and strives to create innovative solutions to the challenges of our work. Personal and professional growth is both encouraged and demanded. The Events Coordinator will be given significant discretion to improve existing programs and develop new tools to deliver impactful events and showcase the work of CCALT to a variety of stakeholders. The Events Coordinator is expected to challenge the status quo and work cooperatively with the CCALT team to grow our presence throughout Colorado. This position requires an individual who has the capability to work independently with initiative, motivation, and flexibility. It also demands an ability to manage a workload with multiple, often competing priorities and deadlines, and to exercise independent decision making.

At a minimum, the Events Coordinator will develop, coordinate, manage, and execute fundraising and outreach events across the state. The position requires regular contact with CCALT staff, board members, donors, and other key stakeholders. It will also require occasional overnight travel. CCALT operates two offices – Arvada (Headquarters) and Steamboat Springs. This position will be based out of the organizational headquarters in Arvada.

### **Required Skills:**

- Event Management – the ability to effectively manage multiple events in different locations throughout the state at one time.
- Decision making – the ability to make decisions independently.
- Creativity – the ability to think outside of the box and challenge the status quo.
- Innovation – the ability to create new events and opportunities to connect CCALT's work to the general public. The ability to streamline processes and create systems to create a more efficient and effective organization.
- Accuracy – ability to manage various events with accuracy and attention to detail.
- Writing – ability to write and communicate clearly and efficiently.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Passion – the ability to passionately convey key messages, objectives, and goals of CCALT to various stakeholders.
- Inspiration – the ability to inspire those with whom you work with to achieve and exceed organizational goals.

**Duties:**

- Events & Fundraising
  - Oversee CCALT events including but not limited to the annual Forever Colorado BBQ, National Western Stock Show dinner, regional landowner dinners, and CCALT's role in the Colorado Cattlemen's Association Convention.
  - Develop new events that are strategically aligned with delivering CCALT's mission.
  - Develop and maintain relationships with potential and existing organizational sponsors.
  - Manage events to deliver specific metrics that assist CCALT in analyzing the success of events and improve year after year.
  - Process donations and coordinate donor acknowledgements.
  
- CCALT Board of Directors
  - Work with the Executive Director to coordinate meetings of the Board of Directors to include, but not be limited to:
    - Coordination of location, meals, and necessary facilities.
    - Coordination of travel (this includes securing group rates and hotel blocks).
    - Coordination of activities (this includes tours, meals and other activities).
    - Development of agenda.
    - Development and distribution of Board Packet.
    - Take minutes of board meetings.
    - Develop and track budget for board meetings and board activities.
  - Maintain organizational policies and updates.
  - Maintain annual board book.
  
- Other duties as assigned
  - With the Colorado Cattlemen's Association, support the Leopold Conservation Award Program and manage the longstanding partnerships that make this program and associated events possible.
  - Database management and data entry.
  - Support CCALT in the management of key organizational partnerships.
  - Support the Conservation Team in Annual Monitoring when needed.

**Reporting:**

This position will report to the Director of External Relations.

**Salary and Benefits:** *Range: \$45,000-\$55,000 (based on experience); flexible work environment; paid time off; retirement plan, employee health insurance (dental and vision insurance available at a cost to the employee).*

**Interested parties should email a cover letter, resume, and writing sample to Maggie Hanna ([maggie@ccalt.org](mailto:maggie@ccalt.org)) by 5:00 pm on Monday, December 6<sup>th</sup>.**

**This position has a desired start date of January 31, 2022**

***The Colorado Cattlemen's Agricultural Land Trust is an equal opportunity employer.***