



NORTHWEST REGIONAL MANAGER OF EXTERNAL RELATIONS

About CCALT

For more than 27 years, the Colorado Cattlemen's Agricultural Land Trust (CCALT) has created innovative conservation solutions for Colorado's working lands. It is our mission to *conserve Colorado's western heritage and working landscapes for the benefit of future generations*. Our work has permanently conserved almost 725,000 acres of open space, natural habitat, and productive agricultural land across the state. This is an organization that embraces change and leads the industry in the development of innovative programs and strategic partnerships that will increase the effectiveness of this work.

Summary of Position:

The Northwest Regional Manager of External Relations is responsible for leading CCALT's work in relevance, outreach, communication, and fundraising in Northwest Colorado and supporting the Director of External Relations on the advancement of CCALT's broader statewide relevance, outreach, communication, and fundraising strategies.

Responsibilities:

Leadership Responsibilities

This position will serve as the staff liaison to the Northwest Colorado Advisory Committee. Other leadership responsibilities of this position include, representing CCALT within the broader Northwest Colorado community and with various partners. This position will also be responsible for working with the Director of External Relations on the development of the annual External Relations Department Scorecard.

Communications Responsibilities

The regional office provides CCALT with an opportunity to keep a pulse on the communities and current events in Northwest Colorado, allowing for more informed engagement and response. Support Communications and Design Manager in the development and implementation of the Northwest Colorado communications strategy and ensure that it is aligned with CCALT's broader organizational communications strategy. Communications include print, direct mail, web, and social media channels. The Northwest Regional Manager of External Relations will also be chiefly responsible for developing relationships with local media and coordinating with the Communications and Design Manager, the Director of External Relations, and the Executive Director on organizational responses to local media inquiries.

Fundraising Responsibilities

Oversee the development and implementation of CCALT's Northwest Colorado fundraising and donor relations strategy. This will include individual, corporate, and planned giving. The Northwest Regional Manager of External Relations will manage and maintain a specific major donor portfolio and coordinate with the Director of External Relations, Executive Director, other CCALT staff, and the Board of Directors as necessary on donor visits and specific donor engagements.

Outreach Responsibilities

Oversee the development of and implementation of CCALT's Northwest Colorado outreach strategy. This includes the use of events and the development and management of relationships with strategic partners based in Northwest Colorado. The Northwest Regional Manager of External Relations is expected to participate in regional working groups and attend relevant meetings, networking events, and events hosted by industry partners.

Administrative Responsibilities

The Northwest Regional Manager of External Relations will also lead on office administration and related work associated with the management of the Steamboat office.

Conservation Responsibilities

Assist in the monitoring of conservation easements in Northwest Colorado. The Regional Manager's monitoring responsibilities should be strategic in nature.

Required Skills:

- Support – ability to support the Director of External Relations and Executive Director in implementing the strategic plan and advancing the mission of CCALT and the goals of the External Relations Department.
- Relationship Management – the ability to successfully create and manage relationships with landowners, community partners, staff, board members, and donors.
- Cultural Awareness – willingness to embrace, support, and advance the organizational culture of CCALT as defined through its Employee Value Proposition/Social Contract.
- Strategic – ability to develop and implement an effective strategy for fundraising, outreach, and communications in Northwest Colorado that is aligned with CCALT's organizational strategy.
- Creativity – ability to think outside of the box and challenge the status quo.
- Innovative – ability to develop new fundraising, communication, and outreach strategies.
- Problem Solving – ability to solve complex multidimensional problems.
- Accuracy – ability to manage various projects with accuracy and attention to detail.
- Communicate – ability to write and communicate clearly and efficiently with a variety of demographics.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Passion – the ability to passionately convey the key messages, objectives, and goals of CCALT to various stakeholders.
- Learn – the ability and willingness to continue to learn.

- Adaptable – the ability and willingness to adapt to changing circumstances.

Reporting: This position will report to the Director of External Relations.

Location: Steamboat Springs, CO.

Minimum Requirements:

- 1-3 years of fundraising or communication experience.
- Northwest Colorado connections.
- Written, verbal, organizational and interpersonal communication skills.
- Proficiency with Salesforce, Adobe, Word, Excel, and PowerPoint.
- Able to travel regularly including overnight and multi-day travel.
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality. Personal reliability and regular attendance essential.
- Able to work independently, under deadlines and produce accurate work.
- Proven capacity to work effectively as a team player.
- Knowledge, appreciation, and respect for the people and values of rural Colorado and specifically Northwest Colorado; familiarity and/or interest in agricultural issues is preferred. Most important is a sincere interest in these issues, with sensitivity and appreciation for the diverse interests and values of others.

Salary and Benefits: *Range: \$65,000 – \$75,000 (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@calt.org) by 5:00 pm on Monday, January 9th.

This position has a desired start date of February 15, 2023

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