Director of Operations

About CCALT:

The Colorado Cattlemen's Agricultural Land Trust (CCALT) is a mission-driven nonprofit dedicated to serving agricultural landowners and conserving Colorado's western heritage and working landscapes for the benefit of all Coloradans.

Since 1995, CCALT has partnered with landowners across Colorado to conserve more than 860,000 acres of farmland, ranchland, open space, and wildlife habitat through voluntary conservation easements. Our work is rooted in serving the families, producers, and communities who make Colorado agriculture possible.

The Opportunity:

CCALT is looking for a dynamic individual to oversee the people, systems, and infrastructure that advance our mission and long-term success.

As part of the Senior Leadership Team, the Director of Operations will oversee CCALT's Operations Department. The Operations Department includes finance, human resources, information technology, grants, data, and risk management. The Director will also help implement strategy, enhance cross-department coordination, improve systems and processes, and build organizational capacity as CCALT grows.

This is both a leadership position and a hands-on operational role. The Director will have the opportunity to shape how CCALT operates, develop people, improve systems, and turn organizational priorities into action. You will set direction and manage staff while also leading projects, solving problems, building systems, and taking direct responsibility for operational work.

Why Join CCALT?

At CCALT, you'll be part of a mission-driven team committed to conserving the natural and agricultural resources that make Colorado unique and special. We believe conserving working lands starts with strong relationships, and we work collaboratively to support landowners and advance our mission.

We value initiative and believe good ideas can come from anyone. Whether it's improving a process, implementing new technology, or finding a better way to serve our landowners and partners, you'll have the opportunity to take ownership, put ideas into action, and see them become reality. In this role, you'll have significant opportunity to shape the systems and practices that support CCALT as we grow.

You'll also have opportunities to connect directly with the people and places at the heart of our work. You'll get out of the office, visit properties, meet the agricultural families we serve, and see firsthand the landscapes CCALT has helped conserve. It's an opportunity to see the tangible results of your work and understand how your contribution supports CCALT's mission.

What You'll Do:

Lead Operations and Execute Organizational Strategy

- Lead CCALT's Operations Department, including finance, human resources, information technology, grants, data, and risk management; set priorities, develop staff, and ensure these functions effectively support the organization.
- Translate CCALT's Strategic Plan and Implementation Plan into clear operational priorities, responsibilities, timelines, and measurable outcomes.
- Strengthen coordination across departments, align departmental priorities with organizational goals, resolve operational barriers and competing priorities, and keep organization-wide initiatives moving forward.
- Lead organizational planning related to CCALT's growth, staffing, capacity, systems, and infrastructure.
- Coordinate Senior Leadership Team meetings, including agendas, priorities, workflow tracking, logistics, and follow-through.

Strengthen Systems and Organizational Performance

- Evaluate existing processes and systems and personally lead the design and implementation of improvements that increase efficiency, effectiveness, accountability, and coordination.
- Develop and maintain CCALT's organizational scorecard, monitor organizational and departmental performance against it, and report results to the CEO, Senior Leadership Team, staff, and Board.
- Build practical systems and tools for project management, accountability, reporting, and cross-department coordination.

Lead & Develop People

- Directly supervise and develop the Controller, Operations and Human Resources Manager, and Grants Manager, establishing clear expectations, supporting professional growth, and building a strong and accountable Operations team.
- Strengthen management practices across CCALT through practical tools, coaching, training, and support related to supervision, communication, accountability, and employee development.
- Partner with the CEO and Operations and Human Resources Manager on workforce planning, organizational structure, succession planning, and complex employee-management matters.
- Model and reinforce CCALT's RISE principles: Responsibility, Integrity, Synergy, Empowerment, and CCALT's social contract.

Technology & Information Systems

- Develop and implement CCALT's technology strategy, including opportunities to improve efficiency through automation, system integration, artificial intelligence, and emerging technologies.

- Administer CCALT's day-to-day technology environment, including user accounts, system access, software licenses and subscriptions, and hardware and software inventory, purchasing, budgeting, deployment, and lifecycle planning.
- Set up laptops and technology for new employees, including equipment preparation, software and account setup, and appropriate system access.
- Provide routine technical support to staff and coordinate with CCALT's external IT provider and other vendors on cybersecurity, data governance, backups, business continuity, major technology projects, and more complex technical needs.

Finance & Grants

- Provide strategic direction and help with coordination across CCALT's three departments. Assist in the resolution of competing priorities among departments and support the Controller on accounting, payroll, budgeting, forecasting, financial reporting, audits, and grant financial management.
- Ensure the CEO maintains direct visibility into CCALT's financial condition and significant financial developments, including continued access to the Controller and involvement in financial statements, forecasts, budgets, and audit results.
- Supervise and support the Grants Manager and ensure grant deadlines, deliverables, reporting requirements, restrictions, compliance obligations, and organizational priorities remain coordinated with CCALT's Strategic Plan, 5-year Implementation Plan, budget, and scorecard.

Risk, Compliance, & General Operations

- Lead organization-wide risk management, working with brokers, advisors, and staff to identify and address cyber, employment, field, and operational risks; assess insurance coverage and directly manage annual liability insurance renewals and certificates of insurance.
- Lead the development, review, and communication of operational policies and procedures and coordinate review of significant contracts and agreements, including legal or professional review when appropriate.
- Support compliance with applicable nonprofit regulations, employment requirements, and Land Trust Alliance Standards & Practices.
- Oversee office leases, facilities, organizational vehicle arrangements, and other operational infrastructure.
- Manage recurring administrative and operational requirements, including ensuring timely completion of monthly timekeeping and expense reporting.
- Maintain regular communication with the CEO regarding significant operational developments and ensure operational systems, policies, data, and reporting are prepared to support the CEO and Board.

Who Would Be a Good Fit for This Role?

You may be a good fit for this role if:

- **You think in systems.** You see how finance, HR, technology, grants, data, and organizational priorities connect and find ways to make them work better together.
- **You are a strong leader.** You set clear expectations, develop people, and help teams succeed.

- **You are both a leader and a doer.** You are comfortable setting direction, managing people, and making strategic decisions, while also taking direct responsibility for the day-to-day work that keeps the organization moving. You know when to delegate and when to personally get the work done.
- **You take ownership and follow through.** You turn priorities into action, solve problems, and stay engaged through implementation rather than stopping at a recommendation or decision.
- **You are disciplined and data informed.** You use data, metrics, and sound judgments to evaluate performance, set priorities, and make decisions.
- **You manage complexity well.** You balance competing priorities, meet deadlines, solve problems, and adapt as circumstances change.
- **You are a collaborative colleague.** You enjoy working on a team where people support one another, contribute beyond their individual responsibilities, and stay focused on the mission.
- **You live the RISE principles.** You demonstrate Responsibility, Integrity, Synergy, and Empowerment in how you lead, work, and interact with others.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Experience leading teams, developing staff, and managing multiple operational functions.
- Strong organizational, analytical, project management, and problem-solving skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to translate strategic priorities into action and successfully implement projects and organizational initiatives.
- Experience working across operational functions such as finance, human resources, technology, grants, data, risk management, or administration.
- Experience working with insurance brokers, risk assessment, insurance renewals, contracts, or similar organizational risk responsibilities.
- Strong technology skills and the ability to learn and administer organizational systems, software, and technology tools.
- Demonstrated ability to balance leadership and management responsibilities with hands-on operational work.
- Valid driver's license and ability to travel by vehicle as required.
- Must be able to pass a standard background check.

Position Details:

- **Title**: Director of Operations
- **Employment Type**: Full-Time
- **FLSA Status**: Exempt
- **Reports to**: Chief Executive Officer
- **Direct Reports:** Controller, Operations and Human Resources Manager, and Grants Manager
- **Location**: Lakewood Office - Hybrid (minimum 3 days per week in office)
- **Anticipated Start Date**: Flexible; Looking to have the position start in early 2027
- **Compensation:** $100,000 - $115,000 annually – based on experience

Benefits:

- **Annual Bonus Program:** Eligible to participate in CCALT's annual bonus program, subject to the terms and conditions of the plan.
- **Medical & Accident Insurance:** CCALT pays 100% of the premium for employee-only coverage. Dependent coverage is available at the employee's expense.
- **Dental Insurance:** CCALT pays 40% of the premium for employee-only coverage. Dependent coverage is available at the employee's expense.
- **Vision Insurance:** Available at the employee's expense, including any dependent coverage.
- **Retirement:** Eligible to contribute to CCALT's 403(b) plan upon hire. After one year of service, employees are eligible for CCALT's employer match, currently up to 4%.
- **Paid Vacation:** 15 days during the first year, after one year of continuous employment, increasing to a maximum of 25 days annually.
- **Paid Sick Leave:** Up to 10 days annually.
- **Paid Holidays:** 16 paid holidays annually, including week-long office closures around the Fourth of July and Thanksgiving.
- **Flexible Work Schedule:** Flexibility in scheduling within the requirements of the position and CCALT's hybrid work expectations.
- **Professional Development:** Annual professional development budget available to support training, conferences, and other learning opportunities relevant to the employee's role and professional growth.

How to Apply:

If you're excited about the opportunity to lead CCALT's Operations Department and contribute to our mission of conserving Colorado's working lands, we'd love to hear from you.

We recognize that strong candidates bring a range of experiences. If you're excited about this role but do not meet every listed qualification, we encourage you to apply.

Please submit your resume and cover letter through **CCALT's online application portal by 5:00 p.m. M.T. on Monday, November 9th.**

Apply Here

Working Conditions & Travel:

This position is primarily office-based in Lakewood. Occasional travel will be required for meetings, conferences, training, or organizational events. Reasonable accommodations will be provided to qualified individuals with disabilities.

Equal Opportunity Employer:

CCALT is an Equal Opportunity Employer. All applicants are evaluated for the positions they apply for without discrimination based on gender identity or expression, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy, or other characteristics protected by law. CCALT will provide accommodation for individuals with disabilities during the interview process. For assistance, please call (303)-225-8677 or email Haden Cunningham at haden@ccalt.org.

SOCIAL CONTRACT

The Social Contract is intended to describe the Colorado Cattlemen's Agricultural Land Trust's (CCALT) culture, codify expectations, and guide its relationships between employees. CCALT staff agree to uphold Social Contract.

Culture
Our culture shall inspire innovation, creativity, and success. It shall be a culture that attracts and retains highly talented individuals. It shall be a culture that is inclusive, fun, supportive, and flexible. It shall be a culture that celebrates both individual and organizational achievements. We will take the necessary time to celebrate our accomplishments and encourage each other to strive to be the best we can be every day. Our culture will be based on the foundational principles outlined below, which every employee of CCALT shall commit to upholding.

The RISE Principles

Responsibility
Responsibility embodies the commitment to self-driven accountability and the understanding that our actions and decisions significantly impact the collective success of our endeavors. Each team member is encouraged to internalize their role in achieving our shared goals, recognizing that accountability begins within. This principle is not just about fulfilling tasks; it's about owning the outcomes of our work, learning from our experiences, and continuously striving for excellence. Through personal accountability, we ensure that every effort is made towards facilitating the ultimate success of our initiatives, with a clear focus on integrity and ethical conduct.

Integrity
Integrity is the bedrock upon which our actions and decisions are founded. It represents our dedication to living and working in alignment with our true selves, ensuring that honesty, ethical standards, and authenticity guide our every move. This principle combines the essence of being our honest selves, acknowledging our strengths and vulnerabilities, and making decisions that protect and enhance our collective integrity. In every challenge and opportunity, we aim to do what is right, even when it's difficult, maintaining a steadfast commitment to our values and the high moral standards we've set for ourselves and CCALT.

Synergy
Synergy underscores the power of collective effort and mutual support in achieving results. This principle is rooted in the belief that by working together, sharing our knowledge, and supporting each other's successes, we can accomplish far more than we could individually. It encompasses the spirit of cooperation, the commitment to teaching and learning from one another, and the drive to share experiences that foster both individual and organizational growth. Through collaborative growth, we advance our mission with unity, leveraging diverse strengths and perspectives to innovate, overcome challenges, and reach new heights.

Empowerment
Empowerment is about providing our employees with the robust tools, resources, and environment needed to deliver impactful and meaningful work. This principle is rooted in the recognition of the

inherent capabilities and potential of our team members. By fostering a culture that values learning, we ensure that everyone is equipped to not only meet but exceed the expectations of their roles. Our commitment to learning and empowerment extends beyond traditional training; we immerse our team in a continuous learning ecosystem that encourages experimentation, embraces the lessons learned from failures, and celebrates the pursuit of knowledge and skill enhancement. This environment of empowerment is designed to stimulate creativity, drive innovation, and ensure that our team members are always at the forefront of their respective fields. Empowerment at CCALT means actively removing barriers to innovation, providing access to the latest technologies and methodologies, and creating opportunities for meaningful work that aligns with our mission and values. We trust in the intelligence and capabilities of our team, supporting them in their journey to not only achieve but also redefine what's possible, thereby contributing to our collective success and impact.

Organizational Norms Which Guide Employee Interactions

In addition to the RISE principles and the culture defined above, we seek to live each day with courage; take pride in our work; finish what we start; do what has to be done; exemplify toughness, grit, and determination; keep our word; ride for the brand; remember that some things aren't for sale; and know when and where to draw the line. We shall leave egos behind, ask for help when needed, offer our assistance when appropriate, respond in a timely manner, and above all else, respect one another, our landowner partners, and other partners and community members. We shall be empowered to speak up and present new ideas that will help shape the future of CCALT.

Communication. Communication shall be conducted in a direct, open, and honest manner. When communicating, we shall not berate, disparage, attack, or discriminate. Further, we shall give our colleagues the benefit of the doubt that they are working in the best interests of CCALT. We also recognize that listening is an essential element of successful communication and commit to being present and actively engaged in all conversations and discussions.

Delivery. In order to achieve our mission, we must be able to deliver on strategy, tactics, and plans. Put more simply, we must be able to get the right work done in a timely manner. Success requires proper prioritization, reflection, adaptability, attention to detail, the ability to deliver, and, from time to time, the ability to say no.

Resolving Conflict. We shall commit to addressing perceived conflicts in a direct but polite, professional, constructive, and timely manner.