



CHACO CULTURE CONSERVANCY

P. O. Box 1415
Aztec, New Mexico, 87410

Executive Director

The Chaco Culture Conservancy seeks a part-time (32 hours/week) Executive Director to enhance the organization's ability to raise funds in support of its partner parks and to manage day to day operations. It is an exciting time of growth for our organization.

The Conservancy's headquarters is located in Aztec, New Mexico and the ideal applicant will need to live close to or be willing to travel to the parks regularly in order to develop a close working relationship with the local community. Candidates must be energetic and self-motivated with strong fundraising abilities, excellent communication and writing skills, an appreciation for working with the public and a Board of Directors, and a passion for the National Park Service.

The Executive Director reports to the board of directors through the Executive Committee. The Executive Director will work closely with the park superintendent, as well as with other partners within the National Park Service, the local community, tribal members, and others to advance the mission. Since the Conservancy's existence is directly tied to the National Park Service and tribal communities, it is incumbent upon the Executive Director to establish and maintain relationships that nurture mutual successes and create an open dialogue based upon mutual respect, trust and cooperation.

About Chaco Culture Conservancy

The Conservancy was created in 2020 by the merger of the Friends of Aztec Ruins and the Friends of Chaco Culture National Historical Park. Its mission is to inspire people to support, connect with, and learn about Aztec Ruins National Monument and Chaco Culture National Historical Park through, philanthropy and volunteer activities - thus ensuring the preservation of Chacoan architectural landscapes, natural resources, and cultural heritage for present and future generations.

The Conservancy is currently comprised entirely of board members who volunteer their time for fundraising and operations. The Conservancy seeks to hire our first paid employee to launch our organization to the next level of fundraising and park support. The Executive Director will be actively supported by the high-functioning board.

Job Summary:

- Perform a variety of administrative duties related to planning, budgeting, organizational development, and implementing the goals and objectives of Chaco Culture Conservancy (CCC).
- Serves as the primary fundraiser for the organization. Develops and implements an annual plan for fundraising in conjunction with the Board of Directors with the goal of a healthy, diverse source of funding that sustains programs.
- Assists and supports the Conservancy's Board of Directors in developing and implementing the strategic planning process.

- Develops a working knowledge of Conservancy Bylaws and Articles of Incorporation, policy guidelines, mission and vision statements, operating procedures, memoranda of agreement with partners, and other documents.

Specific Duties:

Donor and Public Relations: Ensures a positive relationship with all current and prospective donors and friends, and the community at large.

- Fundraising to include conducting research to draft a fundraising plan within 6 months of hire, pursuing the opportunities in said plan with the assistance of the Board, event planning for 2-4 friend- and fundraising events, and working to transition friends to larger donations.
- Develops and implements a plan for strengthening the Friends program, including recruitment, development, and retention.
- Promotes, markets and represents CCC to business organizations, civic and philanthropic organizations, and the community at large.
- Represents CCC as needed in the media and/or other community events.
- Coordinates and provides content for social media, the Conservancy's website, and a regular newsletter.

Board/Committees: Responsible for the smooth functioning of the Board of Directors and the various committees of CCC.

- Prepares the agenda for the Board of Directors meetings in collaboration with the President.
- Establishes and maintains strong relationships with the Board of Directors based on trust, respect and communication.
- Works with the Board of Directors to seek out and train new directors as needed.
- Participates in board and committee meetings.

Administration: Maintains all official records for the organization.

- Develops and maintains appropriate files, records and statistics that document CCC functions including but not limited to board and committee minutes, correspondence, financial records, special events, marketing projects, and records of individual and corporate donors.
- Manages software and computer systems essential to the functioning of CCC, including fundraising software, word processing, publishing software, spreadsheet software and Internet access.
- Ensure that CCC is in compliance with all agency agreements.

Financial Management: Responsible for the general management of CCC's financial position. Works closely with the Treasurer to:

- Prepare the annual budget and quarterly financial reports for the Board of Directors.
- Maintain and manage CCC's bank accounts.
- Compile and update information necessary to complete the annual audit or review.

Qualifications, skills and characteristics we seek:

- Associates degree or equivalent job experience with a minimum of one-year experience in fundraising or grantwriting
- Experience working in or with the non-profit sector related to public lands
- Experience developing and presenting a compelling case for support and articulating funding needs
- Passion for National Parks and personal commitment to the Conservancy's mission
- Excellent organizational and people management skills
- Partnership and relationship building skills, including the ability to strengthen and grow relationships with board members, park staff, community members, and tribes/pueblos.
- Experience or ability to work in this "start-up" environment to help develop sideboards and procedures
- Ability to adapt to changing priorities and circumstances with flexibility
- Discipline to work remotely and adequate home internet service
- Exceptional oral and written communication skills

Working Conditions

- This is a 32 hour/week position with a one-year commitment, with the hope of continuation pending successful fundraising and employee performance. Health care is not provided.
- Up to 10 days paid vacation is covered.
- This is a remote work position, with a preference for the Four Corners area due to the location of the parks and communities, but other locations in New Mexico will be considered.
- Business travel will be required, with the frequency depending on the Executive Director's location (up to 6-10 trips/year).
- On limited occasions, work may occur on weekends or evenings.
- Expect occasional outdoor and site-related activity, including walking and hiking on and off-trail in the parks, and lifting/moving objects up to 30 pounds.
- Compensation will be commensurate with experience up to \$32/hour.

How to apply: Email resume and cover letter to contact@chacoculture.org. We encourage applicants to submit materials immediately and interviews will be conducted on a rolling basis. The application period will close on November 30th, 2023.

Chaco Culture Conservancy is an equal opportunity employer