

# **Citizens for a Healthy Community**

## **Director**

### **Description**

The CHC Director is a full-time salaried position with a 40-hour work week. Some travel and weekend availability is required. Use of your personal vehicle will be necessary with mileage reimbursed at standard government rate. The position can be based anywhere in the Delta County region. The salary range for the full-time position is \$35-\$45,000 depending on experience.

### **CHC Mission**

The purpose of *Citizens for a Healthy Community* is to protect people and their environment from irresponsible oil and gas development in the Delta County Region.

### **Organization**

CHC formed because of the belief that our communities need an organization with this single, dedicated purpose. While we understand that there is a need to continue drilling for oil and gas for some time into the future, we believe that oil and gas production and delivery as currently allowed under state and federal law has real potential for harming our communities. Current regulations favor industry over safe water, air and uncontaminated land. We believe reasonable, precautionary measures should not be waived or weakened. We believe regulatory agencies should err always on the side of caution and protecting public health. CHC is a strong voice for responsible development in the Delta County region, by working to assure that decisions are made in the public interest, beginning with comprehensive research, advocacy and legal challenge. We will make effective arguments for implementation of additional safeguards to protect public health, which often requires contracting for legal and scientific expertise. CHC benefits from a strategic partnership with the Western Environmental Law Center (WELC) which provides legal expertise and representation for CHC.

CHC was founded in 2009 and obtained non-profit status in 2010. The work of the organization is directed by a board of directors and is located in Delta County, Colorado. Applicants are encouraged to familiarize themselves with our website, [www.citizensforahealthycommunity.org](http://www.citizensforahealthycommunity.org).

### **Qualifications**

Qualifications may be met by any combination of education and experience that provide the knowledge, skills and abilities listed in the job description. Typically, the Director will have graduated from an accredited college with a major in environmental science, studies, law, advocacy or a closely-related field and have at least two years experience in a program administration capacity. Candidates with college degrees in other fields, such as business, law, or public policy will also be considered if the person has sufficient related experience.

Candidates should have significant environmental knowledge and have experience in environmental advocacy, foundation and non-foundation fundraising, administrative tasks, grassroots organizing, and outreach.

The ideal Director candidate will possess the following:

- Knowledge and experience of relevant federal, state and local municipal laws and regulations dealing with oil and gas development.

- Experience with grassroots education, organizing and outreach.
- Experience with a government agency, environmental, or non-profit organization.
- Fundraising experience, grant writing and financial management skills.
- Proficient computer skills including Word, Excel, website and database applications.
- Experience in environmental program management.

### **Job Duties**

The Board of Directors will oversee the Director position. Duties include, but are not limited to, the following:

#### *Participation in, Oversight of, and Response to Energy Development Rule-Making and Approval Processes*

Attend meetings, provide comments and monitor federal, state and local activities related to oil and gas development. Establish ongoing communication with relevant officials in the Bureau of Land Management, Colorado Oil and Gas Conservation Commission, and other agencies and organizations. Interface with other environmental advocacy organizations. Regularly communicate and coordinate with CHC's WELC liaison.

#### *Public Interface and Outreach:*

Design and deliver educational campaigns to further CHC's mission. Draft correspondence and outreach pieces, including reporting accomplishments. Write articles as needed. Write news releases and manage all PR and media for CHC in cooperation with the board. Send out information when requested by the public. Deliver presentations at public functions and share information about CHC activities. Manage any printing and mailing projects. Coordinate with web designer to keep website current.

#### *Fundraising:*

Manage fundraising activities including identification of new projects and management of existing donors. Serve as the key coordinator for any fundraising functions. Acknowledge all membership and project giving donations in a timely fashion. Work with board to help develop and manage additional fundraising tools.

#### *Grants and Agreements:*

Research, write and submit grants as appropriate to secure funding for CHC programs and administrative costs. Manage relationships with grantors including reporting.

*Become a part of a vibrant community in the beautiful North Fork Valley and help protect it for future generations.*

**CHC Director Supplemental Questions** (not to exceed three pages)

1. Describe your experience with environmental organizations, environmental advocacy, and educational and outreach programs.
2. Provide two examples of project management experience.
3. Give an example of your ability to communicate orally and in writing. How have your past experiences prepared you for this position in regards to your communication skills?
4. Describe your ability to solicit funding and to plan and organize fund raising events.

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To be considered for this position, please submit your resume, three references, responses to supplemental questions (not to exceed three pages) and a brief letter that addresses how your knowledge, skills, and experience will support the CHC's mission, vision, goals and objectives to: [dafeldman@leadershipperformance.com](mailto:dafeldman@leadershipperformance.com) or mail to CHC, PO Box 291 Hotchkiss, CO 81419. Application packets must be received by February 20, 2011 to be considered.

Applications will be evaluated by the board once they are received. Applicants will be notified if they qualify for an interview.