

## **Citizens for a Healthy Community Executive Director**

### **Description**

The Executive 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 the standard government rate. CHC has a private office suite at The Hive in Paonia – a co-working space and art gallery. The salary range for the position is \$40-\$50,000 depending on experience and includes a generous paid-time-off leave policy. There are no health benefits. After being hired the Executive Director must reside in Delta County within a reasonable time period. Some limited moving costs may be negotiated.

### **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 of Western Colorado.

### **Organization**

CHC formed because of the belief that our communities need an organization with this single, dedicated purpose, which is preventing irresponsible gas and oil drilling. 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 Executive Director will have graduated from an accredited college with a major in environmental science, studies, law, advocacy or a closely-related field and have two to five 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 and non-profit organizational experience and knowledge and have experience in environmental advocacy, foundation and non-foundation fundraising, administrative tasks, grassroots organizing, economic development and outreach.

The ideal Executive 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, including ability to advocate in a complex political environment.
- 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. Familiarity with WordPress websites, web-based email marketing programs, and social media management a plus.
- Experience in environmental program management.
- High levels of interpersonal skills and ability to manage complex relationships with community members and political leaders.
- Knowledge of geological mapping
- Ability to speak in public and help advocate for the goals of CHC.
- Supervisory experience a plus.

### **Job Duties**

The Board of Directors will oversee the Executive Director position, and the Executive Director will be supervised by the Board Chairperson. 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. Maintain 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 attorneys at WELC.

#### *Public Interface and Outreach:*

Design and deliver educational campaigns to further CHC's mission. Draft correspondence and outreach pieces, including reporting accomplishments. Write social media posts, memorandums, and other content 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.

#### *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.

*Economic Development:*

An understanding of how irresponsible gas and oil drilling can hurt the economic development of a rural county, including skills to partner with other county organizations to ensure that sustainable agriculture, tourism, and outdoor activities can provide a lasting economic base for the area.

*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? Submit an example of writing you have done.
4. Describe your ability to solicit funding and to plan and organize fund raising events.
5. Describe your experience and ability to work with a non-profit Board of Directors.
6. Describe your experience and abilities in working with diverse and sometimes challenging persons and situations involving controversial topics such as gas and oil drilling.

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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 of interest that addresses how your knowledge, skills, and experience will support CHC's mission, vision, goals and objectives. Please email to the Board Chairperson, John VanDenBerg at [chcexecutivedirectorjob@gmail.com](mailto:chcexecutivedirectorjob@gmail.com). Application packets must be received by December 15, 2015 to be considered.

Applications will be evaluated by the board once they are received. Applicants will be notified if they qualify for an interview. The starting date for this position is ASAP, but is negotiable.