**Big Timbers Community Alliance
Executive Director Job Description**

**Resumes and Letter of Interest Due:**

**December 23, 2016**

**ABOUT BIG TIMBERS COMMUNITY ALLIANCE**

Big Timbers Community Alliance has developed over the past 8 years through several successful initiatives (i.e. LiveWell Prowers County, Healthy Places, and the Prowers County Health Alliance) that brought diverse partners together to work on obesity prevention. In 2016, Big Timbers Community Alliance became a project under the Colorado Nonprofit Development Center. The Alliance consists of Prowers Medical Center, High Plains Community Health Center, Southeast Health Group, The Government of the City of Lamar, the HOPE Center, the Government of Prowers County, as well as all interested community members. Our focus is to continue to bring both organizations and community members together through a collaborative process to create a healthy, thriving Prowers County.

Big Timbers Community Alliance uses the collective impact model as its foundation for work to move toward the following four high-level results: all residents are physically active; all residents have access to healthy food; families choose to stay, live, and invest in Prowers County; and Prowers County is a deeply connected community with strong civic health.

**ABOUT THE EXECUTIVE DIRECTOR POSITION**

Big Timbers Community Alliance seeks a dynamic, enthusiastic, and innovative leader to firmly establish Big Timbers Community Alliance, advance partnerships and community engagement efforts, and ensure progress on efforts to create a healthy, thriving Prowers County. The Executive Director will work with the Big Timbers Community Alliance board to carry out the organization’s mission, provide strategic leadership and oversee the implementation of the organization’s vision and work plan, as well as provide general operational, administrative, and financial management.

The following outlines the proposed key roles and responsibilities of the Executive Director:

**Strategic Leadership and Board Relations**

* Develop a strong Board of Directors and work with the Board to achieve the organization’s strategic direction and vision.
* Serve as a spokesperson for the Big Timbers Community Alliance and communicate the identity and mission of the organization to partners, stakeholders, community members, and funders.
* Maintain open communication with the Board of Directors regarding matters of governance and organizational activities.
* Serve as the point person for partnership with Colorado Nonprofit Development Center.

**Development and Fiscal Oversight**

* Develop and lead fundraising strategies, including special events, membership, sponsorships, grants and major gifts. Maintain strong relationships with the current funding community. Attract and diversify giving to the Big Timbers Community Alliance from individual, government, corporate and foundation sources.
* Develop an annual balanced budget that includes all operations and revenue generating activities and implements that plan while controlling cash flow and expenditures.
* Provide oversight of organizational finances and insure the adequacy and integrity of the financial operations.
* Plan for, hire, and manage contractors and/or additional staff as necessary.

**Program Oversight**

* Work with the Board of Directors to develop and implement annual programming in line with the mission, and develop and maintain collaborative relationships with partners, stakeholders, community members, and funders.
* Oversee the daily organizational operations and provide general oversight and work direction for Big Timbers Community Alliance.

**REQUIRED EXPERIENCE**

* 2 years in senior-level management of a similar place-management organization in the Executive Director or Development Director positions, including working with and developing a Board of Directors.
* Bachelor’s degree from an accredited college or university required; advance degree preferred
* Experience in project management, community engagement, and community-led processes.
* Successful grant writing experience with proven track record of building and maintaining annual funding efforts.
* Established network within Lamar and Prowers County, with demonstrable success in cultivating and maintaining relationships with partners, stakeholders, community members, foundations, corporations, and government agencies.
* Excellent verbal and written communication skills.

**PERSONAL QUALITIES**

The selected candidate will be a self-starter with extraordinary interpersonal skills who can prioritize and complete tasks to deliver desired outcomes in a timely manner. S/he will be an active presence within Lamar and Prowers County. S/he will encourage a collaborative working environment. S/he will be optimistic and versatile in a position that requires frequent changes and flexibility. S/he will be able to create and lead a dynamic team environment with staff, Board and other stakeholders to achieve organizational objectives.

**COMPENSATION**

Currently, the Executive Director Position has secured funding for a part-time position, however, the potential to grow toward a full-time position is strong. The position is grant funded.

Compensation of the Executive Director will be dependent upon experience.

Big Timbers Community Alliance is a Project of CNDC.

CNDC is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.

**To obtain further information or to apply for this position, please submit a letter of interest along with a resume by December 23rd to JBrown@semhs.org**