



Opening: Executive Director, Center for ReSource Conservation, Boulder, Colorado

Since 1976 the Center for ReSource Conservation (CRC) has been committed to leading Colorado residents, businesses, and governments towards a more sustainable future. The CRC is seeking an Executive Director to help the CRC lead Colorado towards better energy efficiency/renewable energy, water conservation, and waste reduction. [A full job description can be found here.](#)

The ideal candidate will have a track record of success in business development and management, along with a passion for and knowledge of resource conservation. Experience in new business development, public policy, grants management and procurement, and personnel management is required.

Location: Boulder, Colorado

Compensation: salary commensurate to experience. Additional benefits too numerous to mention.

Send resumes with cover letters to: sportner@conservationcenter.org or mail to Center for ReSource Conservation, Attn: Executive Director Recruitment, 1702 Walnut St. Boulder, CO 80302. **No phone calls please.**



Position: Executive Director

Reports To: Board of Directors

Status: Fulltime salary

Primary Responsibilities: To lead and manage the Center for ReSource Conservation (CRC) and its wide spectrum of mission driven businesses, programs and outreach efforts.

The Executive Director (ED) is responsible for management and oversight of all CRC activities. The ED is the primary contact to represent the organization to its major constituencies: the Board of Directors, the business community, government, media, donors, funders and the public. The ED manages all CRC division directors (those divisions are water conservation, energy efficiency/renewable energy, waste reduction and fundraising), including the operational aspects of running two retail businesses as well as mission driven events and programs. The ED oversees and manages development staff to achieve goals in fundraising, grants and contracts/proposals. The ED works with the accounting and human resources staff to ensure all personnel policies are administered equitably and that the budgetary requirements of the organization are met.

Leadership

- the ED works with the Board of Directors to develop, communicate and implement mission, financial and strategic plans and acts as professional advisor to the Board on all aspects of the organization s activities
- represents organization at community activities to enhance the organization s community profile

Operational Planning and Management

- work with and develop management staff using an entrepreneurial perspective to develop and implement programs that will achieve the mission of the organization.
- hire, develop, and guide staff
- oversees the efficient and effective day-to-day operation of the organization
- ensures that the programs and services offered by the organization contribute to the organization s mission and reflect the priorities of the Board

Financial Planning and Management

- participate in fundraising activities
- administer the funds of the organization according to the approved budget and monitor monthly cash flow of the organization
- provide board with comprehensive, regular reports on the revenues and expenditures of the organization

Community Relations

- communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- measure and communicate results achieved by the organization

Desirable Qualifications:

The CRC is a hands-on community resource center. The ideal applicant will have a desire to work closely with the community and with resource conservation issues.

Strong knowledge of resource conservation: energy efficiency/renewable energy, water conservation, waste reduction. Public speaking and fundraising experience and experience developing and implementing public policy and education programs in resource conservation. The CRC has a fulltime staff of over 20 people and a budget of \$1.3 million, experience with similar sized and staffed organizations is desirable. Ability to work with CRC partners in government, business and community is mandatory.