



Job Description: Executive Director

Colorado National Monument Association (CNMA)

Full-Time, Exempt

Reports to CNMA Board of Directors

Salary Range: \$60,000 – \$70,000

Benefits: Medical, Dental, Vision Insurance

Position Overview

The Executive Director serves as the chief executive of the CNMA and is responsible for strategic leadership, operational oversight, fiscal management, fundraising, program development, and public representation of the organization. This position works closely with the National Park Service to ensure CNMA's mission—to support the Colorado National Monument through education, interpretation, and preservation—is fulfilled.

Essential Duties and Responsibilities

1. Organizational Leadership and Oversight

- Provide strategic direction and expansion for the organization and ensure the execution of its mission and goals.
- Oversee all daily operations and staff, including direct supervision of program, retail, development, and administrative personnel.
- Serve as the primary liaison between CNMA and the Board of Directors. Coordinate meeting agendas, provide regular updates, and ensure alignment between board priorities and organizational activities.
- Implement and monitor the organization's strategic plan, including measurable outcomes and timeline benchmarks.
- Represent CNMA on the Board of Directors for the Confluence Center and participate in collaborative strategic and programmatic planning with partner organizations.
- Ensure compliance with federal, state, and local laws and internal policies, including human resources, financial operations, and ethical nonprofit management.

2. Fundraising, Membership, and Development

- Lead all fundraising efforts, including membership growth, individual donor cultivation, grant writing, and sponsorship development.
- Supervise and support staff responsible for development, events, and donor communications.
- Oversee membership systems and processes, ensuring accurate records, timely communications, and member engagement opportunities.
- Direct planning and execution of annual campaigns, fundraising events, and special initiatives to secure financial support for CNMA programs and operations.

3. Community, Partner, and Public Engagement

- Serve as CNMA's representative to the National Park Service, the Peaks, Plateaus & Canyons Association (PPCA), the Public Lands Alliance (PLA), the Confluence Center, and other key partners.
- Close coordination and communication with NPS representatives as designated by the Superintendent.
- Build and maintain relationships with community groups, nonprofit collaborators, educational institutions, and donors.
- Represent CNMA at public events, press opportunities, and stakeholder meetings to promote the organization's mission and programs.
- Provide guidance and support to communication strategies, including newsletters, blog posts, and social media content.

4. Retail Operations and Program Oversight

- Provide executive leadership for retail operations at the Colorado National Monument Visitor Center and online store.
- Work collaboratively with staff and the National Park Service to ensure a mission-aligned and engaging retail experience.
- Oversee educational and interpretive programming including Walks and Talks, Plein Air and/or other events, and other community outreach initiatives.
- Ensure that programming is accessible, diverse, and inclusive, and that it reflects CNMA's mission and values.

Skills & Experience

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Minimum five (5) years of nonprofit leadership, program administration, or organizational management.
- Proven success in fundraising, grant writing, and donor relations.

- Experience managing budgets, financial operations, and reporting in a nonprofit setting.
- Retail operations or business management experience, preferably in a visitor-serving environment.
- Excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to manage staff, delegate effectively, and foster a collaborative work environment.
- Proficient in Microsoft Office, Google Workspace, donor databases (e.g., Donor Perfect), email marketing (e.g., Constant Contact), and website management.
- Commitment to conservation, education, public lands, and community service.
- Ability to work evenings, weekends, and travel occasionally for organizational events and conferences.
- Valid driver's license and access to reliable transportation, including comfort driving on Rim Rock Drive in variable conditions.

Work Environment and Conditions

This position requires the ability to work in an office setting, outdoors at events, and at the Visitor Center store.

Occasional local travel and out-of-town travel for conferences and training required.

Flexible work schedule, including some evenings and weekends, as determined by organizational needs.