



# RiversEdge West

22 YEARS OF  
*river restoration & stewardship*

## ASSOCIATE DIRECTOR

### TYPE

Full-time, 40 hrs/week

### LOCATION

Grand Junction, Colorado

### SALARY/BENEFITS

\$70,000 - \$83,000 commensurate with experience and education. Group health insurance plan, 403(b)7 retirement plan, holiday and paid time off (vacation and sick), FMLI Medical Leave program (maternity/paternity leave), employee assistance program, flexible work schedule and professional development opportunities.

### APPLICATION DIRECTIONS

Please send a cover letter, resume, and three references in one document via email to [rlloyd@riversedgewest.org](mailto:rlloyd@riversedgewest.org), with the title "Last Name\_AD\_Application\_2024". Word and PDF files only.

**Applications will be reviewed starting May 2, 2024.** However, applications will be accepted until the position is filled.

### ABOUT RIVERSEDGE WEST

[RiversEdge West](#) (REW), formerly Tamarisk Coalition, has been working since 2002 to protect the quality and ecological integrity of riparian lands (riverside habitat) as an important means to promote the economic, social and cultural well-being of communities in the Western U.S. REW is seeking a leader with proven nonprofit, program, and personnel management skills to join a high functioning team to help us make positive impacts on rivers in the West.

### POSITION DESCRIPTION

Under the direction of the Executive Director, the Associate Director (AD) is responsible for oversight and supervision of [programs](#) and associated staff for REW. Key responsibilities will be planning, management, and fiscal accountability of those programs that support the organization's [2022 – 2024 Strategic Plan](#).

The AD will need to have excellent leadership skills, solid nonprofit and personnel management skills, fundraising experience, and a demonstrated ability to successfully manage vibrant and collaborative organizational programs. The AD must work well in a team setting of experienced and passionate employees, board members, volunteers, and practitioner partners. The AD will be an important component of the organization to help translate the organizational mission and vision into action and successful outcomes. This position will be required to travel periodically throughout western Colorado and eastern Utah and occasionally throughout the southwest U.S. This is a full-time position with a comprehensive benefits package.



# PRIMARY RESPONSIBILITIES

## Personnel Supervision, Systems Management:

- Work with staff to provide guidance, administrative, and technical support on REW programs.
- Work with the Executive Director and other staff to provide leadership, mentorship, and guidance to other staff in the organization.
- Direct supervision of all program staff, including annual work plans and performance reviews.
- In coordination with the Executive Director, oversee the recruitment, hiring, and training/orientation of program staff.
- Oversee the proper establishment and execution of contracts and other financial tools for restoration work.
- Oversee the proper utilization and maintenance of REW's business systems such as databases, timekeeping and donor management software, and cooperative agreement reporting systems.

## Program Oversight, Planning, and Support:

- In coordination with staff, plan, coordinate, and support the implementation of REW programs and events.
- Establish policies, procedures, and safety guidelines for all programs.
- Evaluate program effectiveness in conjunction with REW staff.
- Work with the Executive Director to design new programs or projects as appropriate.
- Oversees necessary logistical activities to implement and execute REW programs.
- Communicate federal, state, and local policies and relevant information to program staff that might impact or enhance work.
- In coordination with staff, develop and administer grants, track in-kind services, and project expenses, and meet grant reporting requirements.

## Internal and External Relations:

- Work with REW partners to understand their needs and provide technical support to improve their capabilities.
- Contribute to the production of newsletter articles, website, and other promotional materials in conjunction with Outreach Coordinator.
- Provide presentations at agency events, conferences, workshops, and public and committee hearings.
- Maintain open communication lines among REW staff and partners.

## Organizational, Fundraising, Administration:

- Assist with organizational management and administration.
- Support the Executive Director in interactions with the REW Board of Directors, funders, members, and other constituents.
- Participate in fundraising efforts for the organization; specifically, grant writing and editing skills.
- Oversee broad, yearly program-specific fundraising strategies.
- Provide leadership to programs staff to support fundraising endeavors for REW.
- Cultivate and foster relations with riparian restoration industry partners.
- Develop and maintain yearly program budgets.
- Maintain REW programs' fiscal accountability and transparency.
- Apprise Executive Director and Board of Directors of program and project status.
- Assume duties as directed during Executive Director's absence.



## COMPETENCIES & PERSONAL CHARACTERISTICS:

- A self-motivated and energetic leader.
- Leadership style must be mission-driven, outcomes-focused, detail-oriented, positive, and collaborative in nature. Must be comfortable interacting and maintaining a visible role with a wide variety of partners, elected civic leaders, the business community, and natural resource managers.
- Must have management experience, ideally from the nonprofit or governmental sector, and understand the technical aspects of managing a nonprofit organization.
- Able to think creatively and strategically and demonstrate an ability to define problems and construct solutions.
- Proven ability to manage positive relationships with a wide variety of stakeholders and viewpoints with diplomacy and tact.
- Ability to communicate effectively with multiple audiences using a variety of formats.

## EDUCATION

An undergraduate degree from an accredited university or college is required – an advanced degree is preferred. REW is open to a range of educational backgrounds, including public policy, environmental sciences, nonprofit management, business, and natural resource management. Training and/or experience in nonprofit or business management is desirable.

For more information, contact Rusty Lloyd via email at [rlloyd@riversedgewest.org](mailto:rlloyd@riversedgewest.org) or by phone at (970) 256-7400.

