**2022 CRIA Executive Director Job Description**

**and Responsibilities**

**Executive Director: Collaborates with Board of Trustees to lead CRIA in fulfilling its vision and mission**

**Hours: approximately 30 hours per week**

**Salary: $35,000.00/year**

**Executive Director reports directly to the Board of Trustees**

**General Requirements:**

* Experience in Successful Fundraising
* Demonstrates organizational skills in multiple areas; delegates and follows through; applies long-term and short-term goals
* Good Diplomacy Skills
* Experience in management of personnel and workflow
* Proficiency in communication skills (written, oral, public speaking)
* Computer proficiency (Word, Excel, Zoom, Publisher, etc.)
* A valid driver’s license and reliable transportation

**General Responsibilities:**

* Chair the Fundraising Committee
	+ Administer Membership Program using membership management software
	+ Continue current fundraising efforts
		- Solicit standard and recurring grants
	+ Develop additional fundraising avenues
* Plan and execute annual Marketing campaign
* Develop annual budget with financial coordinator, treasurer, and program coordinators (paid and volunteer positions)
	+ Monitor monthly profit and loss to ensure budget is followed as closely as possible
* Serve as liaison to the U.S. Forest Service for all issues
	+ Work with FS staff on all operational communications and procedures
* Supervise all paid staff
	+ Assist Board of Trustees in hiring staff
	+ Develop performance reviews for employees
* Attend Board of Trustees meetings
* Approve all CRIA publications and obtain Forest Service approval as needed
* Oversee CRNMaccount on recreation.gov website
	+ Work with Office Manager to oversee and maintain correct information on all CRIA Special Events on the recreation.gov site
* Monitor/update all CRIA social media with assistance from Office Manager
* Visit Chimney Rock site regularly and attend CRIA events/activities to gain overall understanding of and familiarity with volunteers, staff, and Forest Service personnel
* Develop a quarterly assessment of programs for effectiveness and alignment with Strategic Plan Goals
* Develop annual assessment of interpretive programs for alignment with our Mission and Vision Statements