

CRESTED BUTTE WILDFLOWER FESTIVAL
Executive Director Job Description *¾-TIME*

JOB DESCRIPTION:

The Executive Director is the key management leader of The Crested Butte Wildflower Festival. Under the direction and guidance of the Board of Directors, the Executive Director is responsible for the planning, organizing, staffing, and management of the annual Wildflower Festival and all operations supporting this Festival and the organization's mission: Advocating for the appreciation and preservation of wildflowers. Other key duties include fundraising, marketing, and community outreach/education. This is a ¾ time, salaried position. Mid-May through mid-August is the most time-intensive period of the year and candidate must be available full-time during those months to be considered. Pay ranges from \$48K-58K/yr. with bonus potential at the end of the Festival season. Please email cover letter & resume to the CBWF Board of Directors: info@cbwildflower.com

GENERAL RESPONSIBILITIES:

Board Relations: Works with Board to fulfill organization's mission.

- Responsible for leading the Crested Butte Wildflower Festival in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Collaborate with Board to ensure Festival's policies, procedures, governing documents, and operations manual are accurate and current.

Financial Performance and Viability: Develops adequate resources to ensure the financial health of the organization.

- Responsible for fundraising and developing revenues necessary to support the Wildflower Festival's programs and mission.
- Responsible for the fiscal integrity of the Wildflower Festival, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization's Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for the organization and implementation of Wildflower Festival programs that carry out the organization's mission, including the annual 10-day Wildflower Festival each July.
- Assure that the organization has a long-range strategy/strategic plan to ensure that the Wildflower Festival will successfully fulfill its mission into the future.
- Responsible for the enhancement of the Festival's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Ensure the activities of the organization, its programs, and goals are publicized.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate and sustainable.

- Responsible for the recruitment, employment, and release of all personnel both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree required.
- Transparent and high integrity leadership experience.
- Proven ability planning and managing events.
- Two or more years of non-profit experience preferred.
- Demonstrated experience with high-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and Members.
- Ability to effectively communicate the organization's mission to Members, volunteers, participants, and the overall community.
- Ability to execute growth initiatives aligning with organization's mission.
- Proven ability to recruit, hire, oversee and collaborate with staff.
- Excellent member relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- Strong written and oral communication skills.
- Proficiency with office management skills and technology including the following computer applications: Microsoft Office, QuickBooks, WordPress, and CRM software.

EXPECTATIONS FOR ANNUAL HOURS:

- Approximately 1,400-1,500 hours per year. Although position is ¾-time, hours are not consistent throughout the year:
 - August-December: 20-30 hours/week.
 - January & February: 30 hours/week.
 - March: 30-40 hours/week.
 - April & May: 20-30 hours/week.
 - June & July: 40 hours/week.
- **Please note:** *During the 2-3 weeks in July when the Wildflower Festival occurs weekends are required, and hours are likely to exceed 40/week.* The position is overtime salaried exempt.

VACATION:

- **4 weeks;** *Cannot be used June through mid-August or prior to and during Member/General registration (usually March).*