



Community Programs Director Job Description

11/11/24

Organization Overview

The High Country Conservation Center (HC3) is a community non-profit organization with a mission to promote practical solutions for resource conservation and waste reduction in Summit County, Colorado. Programs include recycling and composting, climate action, energy conservation, water conservation and sustainable food production. HC3 engages residents, visitors, and businesses in protecting our local environment.

General Description of Duties

The Community Programs Director oversees HC3's zero waste, water conservation and local food programs. The Director is responsible for program development and execution, as well as grant writing and fundraising for these programs. The Director reports to the Executive Director and oversees the Community Programs team which includes one direct report, one indirect report and several contractors.

Application Process

Send cover letter and résumé to Jennifer Schenk at jen@highcountryconservation.org by **Sunday, December 8 at 5pm**. No phone calls. Qualified applicants are encouraged to apply prior to the deadline.

Qualifications

Requirements

- Bachelor's degree.
- Minimum of five years' experience leading environmental and/or nonprofit programs.
- Management experience.
- Passion for environmental stewardship.
- Reliable transportation and clean driving record.

Skills and Attributes

- Excellent verbal and writing skills. Grant research and grant writing experience are preferred.
- Ability to foster a collaborative team environment to achieve shared goals and vision.
- Experience developing, managing and executing successful programs and projects.
- Strong presentation skills, and comfort engaging with government and business leaders.
- Established community relationships or ability to develop relationships and partnerships.
- Ability to create and manage budgets.
- Outstanding computer skills (including strong proficiency in Word & Excel) and the aptitude to learn new computer programs quickly.

Job Duties and Responsibilities

Overall Organization and Leadership (~15%)

- Oversee Community Programs team, including Community Programs Manager (direct report), Office and Water Program Coordinator (indirect report) and Recycling Specialist. This includes setting clear goals, managing team performance and providing regular coaching to ensure success.
- Assist Executive Director in providing leadership to the organization through contributing to organizational strategy and serving as a community advocate for HC3. Examples include presenting to key local organizations on HC3 and attending other community events.
- Develop key relationships and community partners to advance and fund HC3's mission and programs.
- Support Executive Director in local government policymaking initiatives.
- Engage in industry organizations and best practices, to drive innovation and equity across all Community Programs.

Zero Waste Programs (~30%)

Develop and implement HC3's zero waste programs.

- Partner with Summit County government to identify community strategies to increase recycling and composting.
- Lead team in the creation and implementation of zero waste education programs for schools, businesses and residents.
- Oversee Community Programs Manager and Recycling Specialist.
- Develop and manage program budget.

Water Conservation (~30%)

Develop and implement HC3's water conservation programs.

- Continue leadership of regional water efficiency plan through partnering with local water providers to ensure providers are working together to achieve common goals, including updating plan in 2026.
- Implement local water conservation initiatives in conjunction with local water providers to achieve water efficiency plan targets.
- Create sustainable funding and three-year plan for HC3's water conservation programs.
- Develop and manage program budget.

Grant Writing and Fundraising (~20%)

- Identify funding needs for annual programs and establish fundraising and grant goals to fund programs. (Some state and federal grants may be written by an external grant writer with substantial input and guidance from Director.)
- Research and write grants to fund HC3's programs.
- Manage grants for programs, including reporting, budgeting and key deliverables.

Local Food Programs (~5%)

Develop and implement HC3's local food programs.

- Oversee Summit CSA farm-share and Grow to Share programs, including budget and farm contractors.
- Guide Community Programs team in their oversight of community garden applications, website updates, photography needs and volunteer requests.

Position Information and Benefits

The position averages 40 hours/week and is full-time-year-round. The typical schedule is Monday-Friday, 9am-5pm (Friday's until 3pm) with some evenings and occasional weekend work required. Work location includes four days/week in Frisco office and one day/week worked at home, with additional flexibility options.

Hiring salary range is \$68,000-\$85,000 dependent upon experience. Additional compensation available for bilingual Spanish/English speakers. Benefits include health, dental and vision insurance, long-term disability insurance, retirement plan and paid time off. The position also offers opportunities for growth within the organization.