



Groundwork Admin Co-Executive Director Job Description

About Groundwork:

Rising to meet the challenges posed by climate change, ecological decline, and environmental injustice requires more than new technologies and policies. At Groundwork, we believe it also requires profound shifts in the ways we relate to one another and to the world around us. Groundwork offers educational programs and publications that seek to shift the foundations of the ways we understand ourselves and our place in the world, in order to work towards more just and sustainable shared futures.

Groundwork is a place-based education program working to deepen our society's relationships with land, food, and water and to cultivate generative and regenerative ways of living and relating. Our mission is to inspire the cultural shifts needed for a sustainable future.

Job Details:

Location: Paonia, CO. Preference is given to local applicants. Potential hybrid or remote agreements will be considered.

Job Type: This is a part time (10-15 hrs/week) position. Groundwork has quadrupled in size over the past 2 years, and this position has good potential to grow into half or full time.

Compensation: \$20-25/hr, depending on experience. Benefits include a weekly CSA box, farm goods, and discounts on Groundwork programming. Housing on our educational farm could be available for the right candidate.

Experience Desired: Executive

Reports to: Board of Directors

Position Summary:

The Groundwork Co-Executive Director will be responsible for the administrative side of the organization and to develop/guide field programming. This Co-Director will work closely with the other Co-Director and staff on organizational oversight, enacting

the long term vision for organization, Board of Directors relationships, communications, and fundraising.

Co-Director Responsibilities and Tasks:

Administrative:

- Track Groundwork's finances.
- Be the primary contact person for the organization for legal and financial matters.
- Manage payments and deposit checks for programs. Pay bills and run payroll monthly.
- Compile annual financial reports, file annual tax filings, and issue tax forms to employees.
- Be up to date with insurance companies about coverage and that Groundwork's programming falls within scope of coverage.
- Ensure that Groundwork has proper staff training, handbooks, resources, etc.

Field Program Oversight & Development:

- Work with staff and contractors to develop, implement and grow field programming, including Ecology Field Camps.
- Create and manage budgets for upcoming years programming.
- Secure necessary permits for field programs from the Forest Service.
- Maintain adequate equipment, paperwork, staff certifications, and staff.
- Work with instructors to prepare for programs, including planning, communication with participants, and gear prep.

Folk School Oversight:

- Work with the Folk School Director to approve budget, develop programs and increase outreach.

Shared Responsibilities and Tasks:

General Oversight:

- Manage the organization with an eye towards mission-driven programs and values alignment.
- Maintain the big-picture vision for the organization, implementing long-term plans.
- Hire, train, and oversee staff.

Interfacing with Board of Directors:

- Work with the board to approve the annual budget.
- Update board on happenings.

- Maintain board participation and find new board members.

Communications/Fundraising/Website:

- Research and write grant proposals. Assist program managers with program-specific grants. Submit grant reports.
- Write, print, and mail annual fundraising and thank you letters
- Maintain relationships with all of Groundwork's partners, donors, customers, and supporters
- Maintain high-level vision for website and keep content up to date & relevant
- Keep Groundwork's print media (brochures, flyers) up to date and in stock
- Keep up to date Groundwork's offerings on website
- Maintain up-to-date promotional photos on Groundwork's google drive
- Find opportunities for publicity, both online and in-person, including media interviews and tabling opportunities

Desired Experience:

- College education or experience in relevant fields including administration, financial and/or organizational management fields. While a college degree is prioritized, relevant experience/knowledge and individual reputation are equally valued.
- Experience with program design, management and growth. Three years experience is preferred. Priority for those who have managed offsite field programs.
- Experience managing, supporting and leading staff. Three years experience is preferred.
- Experience with administrative and legal tasks. Two to three years of experience is preferred.
- Excellent written, oral, interpersonal, and presentation skills, comfortable with public speaking and effectively interfacing with Co-Director, Board members and staff.
- Exceptional time-management skills to manage projects on a timeline with a high level of attention to detail, quality, professionalism and teamwork.
- Flexible, collaborative, and proactive; a team leader.
- Ability to craft inviting and inspiring educational experiences and environments.
- Inspiration to help guide the growth of a small organization.

To Apply:

Send a PDF résumé and cover letter to info@layinggroundwork.org. Applications will be accepted through the end of the day on February 24th.

