



CHACO CULTURE CONSERVANCY

P. O. Box 1415
Aztec, New Mexico, 87410

Executive Director/Fundraiser

Chaco Culture Conservancy seeks Executive Director/Fundraiser to enhance the organization's ability to raise funds in support of its partner parks and to manage the day to day operations of this non-profit organization. Its headquarters is located in Aztec, New Mexico and the successful applicant will need to live close enough to the parks to be able to develop a close working relationship with the local community. Candidate must be an energetic self-motivator with strong fundraising skills, excellent communication and writing skills, an appreciation for working with the public and a Board of Directors, and a passion for the National Park Service.

Chaco Culture Conservancy's existence is directly tied to the National Park Service. This relationship creates an unusually close bond between the two entities. It is incumbent upon the Executive Director/Fundraiser to establish and maintain a relationship that nurtures mutual successes and creates an open dialogue based upon mutual respect, trust and cooperation.

About Chaco Culture Conservancy

The Conservancy was created in 2020 by the merger of the Friends of Aztec Ruins and the Friends of Chaco Culture National Historical Park. Its mission is to inspire people to support, connect with, and learn about Aztec Ruins National Monument and Chaco Culture National Historical Park through, philanthropy and volunteer activities. Thus, ensuring the preservation of Chacoan architectural landscapes, natural resources, and cultural heritage for present and future generations.

The Conservancy is an official partner of Aztec Ruins National Monument and Chaco Culture National Historical Park and engages in a variety of educational and outreach activities that benefit the visitors and help protect the two parks.

Job Summary:

- Performs a variety of administrative duties related to planning, budgeting, organizing, staff development and training, and implementing the goals and objectives of Chaco Culture Conservancy (CCC).
- Organizes, implements and conducts fundraising and marketing campaigns.
- Assists and supports the CCC Board of Directors in developing and implementing the strategic planning process.
- Develops a working knowledge of CCC Bylaws and Articles of Incorporation, policy guidelines, mission and vision statements, operating procedures, memoranda of agreement with partners, and other documents.
- Reports directly to the President of the Board and works closely with the Board of Directors.

Specific Duties:

Donor and Public Relations: Ensures a positive relationship with all current and prospective donors and friends, and the community at large.

- Serves as the primary fundraiser for the organization.
- Develops and implements an annual plan for fundraising in conjunction with the Board of Directors.
- Develops, implements and reviews a plan for strengthening the Friends Program, including recruitment, development, and retention.
- Develops and implements a healthy, diverse source of funding that sustains programs.
- Promotes, markets and represents CCC to business organizations, civic and philanthropic organizations, and the community at large.
- Represents CCC as needed in the media and/or other community events.
- Develops a membership program and defines levels of membership including costs and benefits.
- Develops and maintains a website to include a regular newsletter.

Board/Committees: Responsible for the smooth functioning of the Board of Directors and the various committees of CCC.

- Prepares the agenda for the Board of Directors meetings in collaboration with the President.
- Establishes and maintains strong relationships with the Board of Directors based on trust, respect and communication.
- Works with the Board of Directors to seek out and train new directors as needed.
- Provides support for board and committee meetings as needed.

Administration: Maintains all official records for the organization.

- Works with partners to develop a draft of the annual work plan between Conservancy and Partner.
- Develops and maintains appropriate files, records and statistics that document CCC functions including but not limited to board and committee minutes, correspondence, financial records, special events, marketing projects, and records of individual and corporate donors.
- Manages software and computer systems essential to the functioning of CCC, including fundraising software, word processing, publishing software, spreadsheet software and Internet access. Ensures that program updates are timely installed.
- Manages social media pages including; Conservancy web page, Facebook, Shopify, and others.
- Ensure that CCC is in compliance with all agency agreements.

Financial Management: Responsible for the general management of CCC's financial position. Works closely with the Treasurer to:

- Prepare the annual budget and quarterly financial reports for the Board of Directors.
- Maintain and manage CCC's bank accounts.
- Compile and update information necessary to complete the annual audit or review.
- Ensure compliance with state and federal agencies to maintain non-profit, tax-exempt status.

Basic Job Requirements:

Associate degree or equivalent job experience with a minimum of one-year experience in grant writing and/or fundraising.

The Board of Directors of the Chaco Culture Conservancy retains and reserves the right to add to, amend, change, delete, or waive any responsibility, duty, or function it sees fit, at any time within the employment of any person, but only if done so in writing and signed by the President of the Board of Directors.

How to apply: Mail resume to Chaco Culture Conservancy, PO Box 1415, Aztec, NM 87410 or email to tracy_bodnar@hotmail.com.

Chaco Culture Conservancy is an equal opportunity employer