



*The Mesa Verde Foundation Board of Directors is seeking a dedicated, dynamic **Executive Director** to lead and enhance our efforts to preserve this unique resource for generations to come.*

Who We Are and What We Do

The Mesa Verde Foundation (MVF) main goals are to **Preserve, Enlighten, and Contribute** to the rich natural and cultural heritage at Mesa Verde National Park (MVNP), one of the original homes of the Ancestral Puebloan people. Located in Montezuma County, Colorado near the southwestern corner of the state, the park boasts over 600 cliff dwellings, countless archaeological sites, and thousands of rare artifacts that give visitors a glimpse into the history of an ancient people. The park was established in 1906 by Theodore Roosevelt, and was designated as one of the 12 original UNESCO World Heritage Sites in 1978 because of its rich cultural and natural history.

MVF is a small nonprofit which is the principal philanthropic partner of MVNP. MVF exists to **fund capital improvements, priority projects** and **educational programs** for MVNP visitors, to promote an understanding of its vast cultural and natural resources.



Essential Duties and Responsibilities

1. Fundraising

The Foundation raises funds through memberships, individual donations, grants, partnerships and special events. The Executive Director will coordinate all fundraising activities. Future goals are increasing the Foundation's base of supporters, cultivating corporate sponsors and creating new fundraising initiatives.

2. Board Relations

The Foundation is a national working board with whom the Executive Director has a close relationship. The Board meets three times a year at various locations, and an Executive Committee meets monthly. The Executive Director will be responsible for organizing Board committees to carry out essential tasks and assigning deadlines.

3. Park Relationship

The Executive Director will coordinate closely with the Mesa Verde Park Superintendent and with various other Park personnel.

4. Operations

The Executive Director will coordinate the corporate activities of the Foundation. The Executive Director will supervise the Foundation's accountant, grant writer, webmaster, graphic designer and social media contractors. The Executive Director will coordinate a biannual newsletter and develop other methods of outreach to supporters. An Annual Fund donation request occurs in the fall of each year. Financial reports are reviewed monthly by the Executive Committee and an annual budget is approved by the Board. Computer skills and donor database management are required.

Location: Denver, the front range area or Southwest Colorado.

Above all, the board seeks an experienced leader who has a proven track record of working independently, is energetic and a self-starter; a leader who will work with the Foundation Board to lead and enhance our efforts to preserve the rich natural and cultural heritage of Mesa Verde National Park.



Compensation:

To be determined based on experience.

How to Apply

Please submit all applications electronically:

<https://jobs.crelate.com/portal/hirewithease/job/gegsmy4pgfheiowz4fi5hnefec/MVF>

To learn more about the Mesa Verde Foundation and this position, please visit

www.mesaverdefoundation.org .

Deadline for Applications

May 15, 2019

The Mesa Verde Foundation is an Equal Opportunity Employer.