



JOB DESCRIPTION: REGIONAL OFFICER (SEE LOCATION REQUIREMENTS)

Job Type: Full-time, exempt position

Salary: Salary range for the position: \$52,167-\$73,033.
Hiring range for the position: \$52,167-\$62,600

Bonus Eligibility: Employees are eligible to earn one-time bonuses after six months of employment for achieving significant business objectives as determined by the Executive Director.

POSITION SUMMARY:

The Regional Officer works to advance GOCO's mission and pursue shared values in outdoor recreation and conservation with the region's diverse range of partners and their priorities and projects. With a collaborative approach, this position is responsible for advancing strategic direction and for implementing and evaluating GOCO's competitive grant program portfolio. The Regional Officer cultivates positive and productive relationships among GOCO board members, GOCO staff, partners, and other constituents in service of the organization's mission. The Regional Officer reports to the Manager of Programs with frequent and substantive interaction with the Director of Programs, Executive Director, and GOCO board.

PRIMARY DUTIES & RESPONSIBILITIES:

PROGRAM PORTFOLIO IMPLEMENTATION

- Work with Director of Programs, Manager of Programs, and fellow Regional Officers to launch, execute, and evaluate GOCO's program portfolio.
- Listen to and learn from partners to understand how GOCO's program values of resource conservation, outdoor stewardship, community vitality, equitable access, and youth connections to the outdoors are locally defined and interpreted.
- Align partner project concepts with GOCO funding opportunities and iterate partner ideas to advance program values and achieve successful outcomes.
- Support partner success within the program portfolio through project development assistance, network development, application development, one-on-one coaching, and ongoing feedback.

PARTNERSHIP DEVELOPMENT

- Maximize time meeting with partners and others in their communities to learn more about their unique cultures, consider their needs, and work together to best align their values and priorities with GOCO's values and programmatic offerings.
- Work with regional partners to identify issues related to outdoor recreation, conservation, and equity; identify ways GOCO can help advance solutions to those issues.
- Identify opportunities to provide regional partners with resources, training, and shared learning opportunities to support success.
- Leverage GOCO's unique role to elevate themes and trends that impact all Coloradans.
- Identify opportunities to:
 - Convene and/or participate in groups with common interests and missions and
 - Share knowledge and resources and develop collaborative funding opportunities.

GRANT CYCLE IMPLEMENTATION

- Work dynamically with program staff to manage grant program cycles including:
 - Developing the annual grantmaking calendar,
 - Setting and revising grant program criteria, and
 - Leading and/or participating in the project review process.
- Collect and assess project concepts and applications.
- Prepare and present grant recommendations to board committee and full board.
- Evaluate project modification requests.
- Support grants officers in grants administration as needed.
- Work with program staff and partners to ensure equitable access to GOCO funding and make grantmaking processes clear and efficient.

MEASUREMENT & EVALUATION

- Participate in the development and execution of an evaluation strategy for GOCO's program portfolio and the redevelopment and refinement of grant programs, as necessary.
- Participate in the evaluation of programs to:
 - Ensure desired outcomes are met,
 - Demonstrate the effectiveness of GOCO's approach,
 - Identify areas for improvement, and
 - Share impacts of our partners' projects.
- Participate in regular gap and opportunity analysis of the portfolio's advancement of program values in conjunction with grant award cycles.

OUTREACH & ENGAGEMENT

- Successfully foster relationships with regional partners by building trust and confidence through ongoing and open dialogue.
- Serve on steering committees, working groups, etc. to further GOCO's mission.
- Represent GOCO as presenter, panelist, and attendee at statewide and national conferences.
- Prepare session proposals and presentations as needed.
- Manage grantee events by receiving invitations, determining GOCO's level of participation, recruiting staff and board participation, preparing speaking points when necessary, and collecting photos.

CROSS-FUNCTIONAL COLLABORATION

- Develop and share specialized knowledge and content expertise as it relates to key topics in GOCO's work with GOCO staff, board, and partners.
- Clearly and concisely articulate problems, issues, opportunities, impacts, and potential solutions to team members and external constituents.
- Work collaboratively with finance and operations team to manage allocation of funds and annual spending plans.
- Work collaboratively with finance and operations team to administer grants database and mapping functions.
- Work collaboratively with the communications team on developing and delivering external program related communications strategies.
- Engage with Regional Fellows and their partner organizations.

GOCO INTERNAL VALUES

- *Strategic*: Fit your work within GOCO’s overarching strategy and execute programs and projects against it, consistently evaluating results and communicating insights to help inform the organization’s evolving direction.
- *Respectful*: Treat others in a positive manner with recognition and appreciation for their distinct value, opinions, and contributions.
- *Accountable*: Take responsibility for your individual and team work to advance GOCO’s vision and priorities.
- *Organizational Citizens*: Create and participate in a culture that fosters growth, engagement, support, and success.

MINIMUM QUALIFICATIONS:

- Four years of demonstrated professional experience.
- A demonstrated commitment to customer service, a positive and constructive view, practice of working with others, and building relationships with people of diverse backgrounds, perspectives, and cultures.
- A commitment to furthering GOCO’s mission to preserve, protect, and enhance the state’s wildlife, park, river, trail, and open space heritage.
- A demonstrated knowledge of and interest in outdoor parks/recreation and/or community development.
- The ability to communicate clearly and succinctly through spoken and written communications.
- Comfortable making presentations to small and large groups.

PREFERRED SKILLS, KNOWLEDGE & EXPERIENCE:

- Completion of a higher education or training.
- Adaptability to changing priorities.
- Ability to prioritize and manage a high volume of diverse projects in a fast-paced environment.
- Strong computer skills, including experience with Microsoft Office products.
- Experience with database and/or customer relationship management programs.
- Consistent willingness to learn and upgrade skills to meet GOCO’s needs.
- A high level of diplomacy, tact, and optimism with a “can do” orientation.
- Geographical knowledge of Colorado.

LOCATION REQUIREMENTS & OTHER REQUIREMENTS:

Location Requirements:

- We have four (4) positions available – one position in each of the four regions listed below. Applicants must live in or be willing to relocate to the region of application. Please indicate which region you are submitting your application for.
 1. **North** (Colorado counties in the region: Grand, Jackson, Kit Carson, Larimer, Logan, Moffat, Morgan, Phillips, Routt, Sedgwick, Yuma, Washington, and Weld)
 2. **South/Southeast** (Colorado counties in the region: Baca, Bent, Cheyenne, Crowley, Custer, El Paso, Fremont, Huerfano, Kiowa, Las Animas, Lincoln, Otero, Prowers, Pueblo, and Teller)
 3. **Central/San Luis Valley** (Colorado counties in the region: Alamosa, Archuleta, Chaffee, Conejos, Costilla, Gunnison, Hinsdale, Lake, Mineral, Park, Rio Grande, and Saguache)

4. **West/Southwest** (Colorado counties in the region: Delta, Dolores, Eagle, Garfield, La Plata, Mesa, Montrose, Montezuma, Ouray, Pitkin, Rio Blanco, San Juan, San Miguel, and Summit)
 - GOCO's headquarters remain in Denver, but through the regional officer positions, we are expanding our programs team for greater local, on-the-ground presence. Our regional officers will work remotely in their own communities with the option to work from home or work with GOCO to find suitable, close-to-home workspace.
 - Willingness and ability to travel. There will be travel that requires overnight stays. Expect approximately 20-25 overnight stays per year. GOCO provides transportation, provides accommodations, and covers the cost of food and other reasonable expenses.
 - Willingness to attend weekend and evening meetings, workshops, conferences, and events in Colorado.

Other Requirements:

- Valid driver's license.
- Physical demands may involve:
 - Lifting materials and equipment – including, but not limited to, office supplies, event supplies, and boxes of swag – up to 25 pounds.
 - Working in variable weather conditions at remote locations on difficult and hazardous terrain and under physically demanding circumstances.