

**Job Title: Executive Director, Friends of the Lower Blue River**

**Required skill sets:** This is a part-time\* administrative job requiring communication and computer skills, basic organizational experience with lists, contacting numbers of people in a timely and efficient manner, and giving attention to simple banking and bill paying.

**Job Objective:** Oversee the logistics, serve as point person, represent the FOLBR in the community, and manage membership functions so that the FOLBR maintains a high and positive profile in the community, the FOLBR BOD functions efficiently and effectively, and the FOLBR Mission is consistently honored and met.

**Responsibilities** include, but are not limited to:

- (30 %) Attending BOCC, County-wide and Lower Blue Planning and other community meetings when pertinent issues are being aired and discussed • sending alerts and media articles to membership on Lower Blue issues • Issuing position papers and/or alerts to membership on instruction from the Board • Coordinating with the President and/or executive committee regarding dates of Board of Directors' meetings. Preparing the BOD meeting agenda, sending meeting notices and arranging for the meeting location.
- (30 %) Coordinating and managing all aspects of FOLBR events including the Annual Membership Meeting, Annual Lower Blue Water Issues public meeting, other events with like minded county organizations, and various work projects. This includes reserving locations, arranging food, press releases and other media contact and communications.
- (10 %) • Contacting (through meetings, phone calls, e-mails) people who might become new members • Covering emerging issues in the County which could be important to FOLBR, and knowing what's in the local media. Keeping Board members informed.
- (15 %) • Creating and sending newsletters to membership 2 or 3 times/yr and to the entire Lower Blue property owners list once/yr. Sending other membership, event or other mailings on instruction from the Board
- Maintaining and updating membership lists, including addresses, telephone numbers, e-mail addresses and membership dues paid • Accumulating and maintaining a database of Lower Blue Valley property owners for new member newsletters and communication.
- (5 %) Being a contact person for the public at large, i.e. by fielding phone calls from all interested parties, and by being available to the local media. (Any questions which arise that, in your judgment, have not been already addressed by the Executive Committee, should be discussed with them before answering)
- (10 %) Making deposits to existing bank accounts. Preparing a periodic list of bills (with supporting data) for treasurer's approval and payment. Picking up mail from Silverthorne P.O. Box.

\* Estimated hours spent per month on these responsibilities: 20-30