

Assistant Director, Trails and Open Space Coalition

The Trails and Open Space Coalition (TOSC) is a nonprofit organization working to preserve open space and rural land, and to create a network of trails, bikeways and greenways in the Pikes Peak region. TOSC accomplishes these through advocacy, education, project funding and volunteer programs and is based out of Colorado Springs.

Overall Responsibilities:

The Assistant Director assists the Executive Director in the day-to-day coordination, implementation and promotion of the vision, mission, goals and objectives of the Trails and Open Space Coalition; and in achieving any special guidance and direction provided by the Board of Directors.

Specific Responsibilities:

The Assistant Director works within available resources to accomplish the following:

Cooperate with, implement and support, whenever possible, the trails, bicycle and open space master plans, activities, programs and policies of regional government agencies;

Promote public and private awareness of the need for trails, bikeways, rural land and open space, education, information, safety, and funding needs;

Work with the Board of Directors and Executive Director to guide and manage resource development, grant writing, fundraising, membership drives and special activities. The Assistant Director writes grants to appropriate agencies and foundations; develops and implements fundraising strategies; is responsible for the organization's newsletter and e-newsletter and assists in special events. The Assistant Director directs the Coalitions' volunteer program.

Represent the Trails and Open Space Coalition at public meetings and serve on committees and boards as necessary to provide leadership to communities, agencies and businesses to support trails, bicycling, rural land and open space-related activities;

Assist government agencies, citizens, organizations, and businesses in trails, bikeways, rural land and open space matters to include, when necessary, providing leadership, coordination and participation in trails, bikeways, rural land and open space events, meetings, and other activities related to development, planning, acquisition, design, review and fundraising;

Assist the Board of Directors in developing and implementing trails, bikeways, rural land and open space projects;

Assist in the development and implementation of the Trails and Open Space Coalition budget;

Assist the Board of Directors as necessary.

The successful candidate will have an exceptional passion for the Trails and Open

Space Coalition's mission.

The Assistant Director reports directly to the Executive Director.

Experience, Education and Skills Desired:

- Knowledge, experience and contacts in the trails, bikeways and open space community.
- 3-5 years of experience, including nonprofit management, fundraising and event management.
- Bachelor's degree required.
- Strong interest in land conservation and trail usage to enhance the quality of life in the Pikes Peak area.
- Demonstrated experience using Microsoft Office products and database/financial applications software.
- Ability to use good judgment, take initiative and make recommendations.
- Excellent oral and written communication skills, along with organizational skills and attention to detail. Experience in writing grant proposals or other fundraising materials helpful.
- Ability to work with a volunteer board of directors and manage diverse group of volunteers.
- Ability to attend meetings and events held at night or on the weekend.
- Salary commensurate on experience.
- Must be able to lift 50 pounds.

How to apply:

Please send resume, cover letter and salary requirements to:

info@trailsandopenspaces.org.

Or mail to:

Trails and Open Space Coalition

1040 S. 8th Street, Suite 101

Colorado Springs, CO 80905

All application materials must be received by Friday, September 26th.