



Crow Canyon Archaeological Center Job Description

Position Title: President and Chief Executive Officer (CEO)
Status: Exempt
Employment Category: Full Time
Reports to: Board of Trustees
Revised: 3/17 – wbm/df

Position Summary: Plans, develops, articulates and implements the vision, objectives and policies of the organization in accordance with directives from the Board of Trustees and in accordance with the mission of the institution. This person will be responsible for the overall financial health and performance of the organization. The president/ CEO plays a leadership role in representing Crow Canyon to the outside world, including the development of major donor and trustee prospects.

Education and/or Experience:

Master's degree and more than 10 years of related experience in senior management; in-depth knowledge of profit and/or not-for-profit operations and functions; and fund-raising principles, strategies, and methods is required, or an equivalent combination of education and experience. This position requires in-depth knowledge of profit and/or not-for-profit operations and functions, and fund-raising principles, strategies, and methods

Doctoral degree (Ph.D.) preferred. Professional background in anthropology, archaeology, science, or education is desirable.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicate the mission, values, and vision of Crow Canyon, both internally and externally, through interaction with staff at all levels, donors and prospective donors, professional partners and colleagues, the media, and the general public.
- Responsible for leading Crow Canyon in its organizational development, growth, and succession plan.
- Responsible for the leadership, management, and performance of the organization, including organizational structure, work environment, and core competencies. The president and CEO is responsible for:
 - the proper allocation of resources, thereby ensuring operational efficiency, risk and financial management, and the safeguarding of the organization's assets
 - the overall financial performance of the organization through oversight of the budgeting process and the monitoring of fund-raising and operating results
 - understanding Crow Canyon's programs and assuring that managers in various functional areas are accountable for program quality, support efficient and cooperative processes for program delivery, monitor staff performance, plan future program development, and conduct technology, customer-service, and competitive-environment assessments

- managing personnel to ensure that individuals, departments, and functional areas are aligned with the organization’s mission and strategy; includes responsibility for the performance of direct reports
- assuring compliance with all federal, state, and local regulations and for the enforcement of operating standards related to Crow Canyon’s status as a 501(c)3 not-for-profit organization and licensed child-care camp
- assuring compliance with all internal policies and procedures
- Responsible for establishing and managing an effective fund-raising organization to advance Crow Canyon through development and fund-raising activities.
- Responsible for personally cultivating a minimum number of major donors and donor prospects each year (with a minimum number of face-to-face contacts) and “closing” major gifts.
- Responsible for Board of Trustee development, including identifying and cultivating board prospects and encouraging trustee participation and support.
- Leads efforts to develop collaborative relationships with peer institutions; includes identifying new opportunities for collaboration and involving the Board of Trustees in such relationships.
- Responsible for strategic planning and development, preparing Crow Canyon for the delivery of its mission in the future.
- Provides opportunities for professional development, and management training.

Knowledge, Skills, and Abilities:

Knowledge

This position requires in-depth knowledge of:

Profit and/or not-for-profit operations and functions, and fund-raising principles, strategies, and methods

This position requires a working knowledge or understanding of:

Archaeology, anthropology, science, or education fields and matters relevant to American Indians

Board relations

Communication and interpersonal relations

Information systems

Marketing and sales principles

Skills

Excellent skills are required in the following areas:

Leadership, management, and decision making

Relationship development and collaboration

Public speaking and presentation

Written *and oral* communications

Abilities

Demonstrated ability in the following areas:

Successful management of an organization of similar or larger size

Willingness to change the status quo through innovation and creativity

Public leadership

Working in a team environment

Successfully managing change

Creating a climate of trust

Fostering confidence while setting the example for others to follow

Inspiring stakeholders to share a common commitment and purpose

Physical Demands, Special Requirements, and Expectations:

The president and CEO

- is expected to be a “worker-leader”.
- is expected to work evenings and weekends, as needed.
- is expected to travel on both weekdays and weekends, as needed.
- is expected to reside within the local area.

The president and CEO must be able to:

- Perform work utilizing a computer for extended periods of time
- Sit/stand for extended periods of time
- Hear and have visual acuity
- Be physically fit to complete the essential duties of the job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Valid driver’s license
- Background check upon hire
- Must be insurable by Crow Canyon’s automobile liability carrier upon hire and while employed in this position
- Complete transportation-related training
- Current physical exam and health history completed by a licensed medical health care professional

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.