



Executive Director Position Job Description

Position Overview

In partnership with the Board of Directors (“Board”), the Trustees Council (“Trustees”), active standing committees, and the staff, the Executive Director ensures that the Rocky Mountain Mineral Law Foundation (“RMMLF” or the “Foundation”) is successful in achieving its educational mission and other strategic objectives, the core of which is to provide (1) scholarly and practical publications and programs in the area of natural resources law for use by lawyers, landmen, government officials, law school faculty and students, and business people worldwide, and (2) the funding for grants, law student scholarships, and other educational outreach programs to stimulate student interest in and knowledge about natural resources law and related fields.

The Executive Director encourages scholarship and practical knowledge of natural resource law and related fields through the Foundation’s core programs, operations, and business plans. The Executive Director solicits perspectives from a wide variety of constituents while facilitating quality continuing relationships with the Foundation’s stakeholders. In the process of pursuing and achieving the Foundation’s mission, vision, and strategies, the Executive Director also manages the day-to-day activities of the organization, including oversight of staff, programs, and publications. The Executive Director leads the preparation and monitoring of annual budgets, and participates actively with the Board in proactive financial decision-making to support effective achievement of the Foundation’s mission.

The Executive Director is a key spokesperson for the Foundation, representing its interests in a wide variety of forums and with many constituents regionally, nationally, and internationally. The Executive Director operates with integrity and employs a leadership and communication style that is inclusive, encourages participation, elevates trust, and builds quality relationships while moving the Foundation’s strategic priorities forward.

Essential Duties and Responsibilities

The Executive Director’s primary responsibilities include but are not limited to the following:

Strategic and Operational Leadership

- With the Board of Directors, Trustees Council, key committees, and staff, support and creatively strengthen the Foundation’s ability to achieve its mission.
- Lead and manage activities to implement annual goals and operating priorities; review and report goal achievement; evaluate results and revise strategies to meet those goals as necessary.
- Lead efforts to develop and implement strategic changes when authorized by the Board.

- Ensure that the Foundation's operations are consistent with its governing documents, conducted in an ethical manner, and true to its mission.
- Ensure that resources are well managed to effectively support current operations and strategic plans.
- Creatively identify appropriate organization or policy changes and manage change processes effectively.

Program and Publications Development and Delivery

- Ensure ongoing excellence in development and delivery of educational programs. Stay abreast of recent developments and trends in natural resource law.
- Work with individual committees and Foundation staff to assist in and oversee the development of educational programs, principally Special and Annual Institutes and Short Courses, to ensure they meet their objectives and provide consistent and significant value to attendees and the Foundation's broader constituency.
- Monitor regular evaluation of programs and oversee changes as needed.
- Oversee scholarship, law student outreach programs, and grant making activities, ensuring effective compliance with program goals and vision.
- Work with committees and Foundation staff to ensure and maintain the high quality of the Foundation's published works and institute papers, oversee development of new publications, and ensure that publications continue to provide relevant and timely content in matters of natural resources law and related fields.
- Ensure that the means of delivery of programming and publications remains up to date and appealing to all of the Foundation's constituents.

Membership and Volunteer Support and Development

- Understand the varying needs of members and ensure that members are provided outstanding service on a consistent basis.
- Actively support building the membership base as well as building the value members find in belonging to the Foundation. Foster camaraderie and a sense of shared mission among Foundation members, volunteers, and non-member participants.
- Ensure that the Foundation remains relevant to successive generations of practitioners and members.
- Identify, energize, and engage talented and committed volunteers in the development of Foundation programs and publications. Ensure that the volunteer experience provides value to the individual volunteer and that he/she remains engaged in the Foundation's work.

Community Outreach and Strategic Alliances

- Represent the Foundation in local, regional, national, and international communities.
- Identify and establish strategic alliances to increase resources and opportunities to advance the Foundation's strategic goals and programs.

- In conjunction with the President, Board, and Trustees, communicate the vision and strategy of the organization in a compelling manner.
- Serve as one of the Foundation's key spokespersons and build effective relationships with policy makers, media representatives, volunteers, members, and non-member participants.

Financial, Facilities, Staff and Risk Management

- Together with the Board, establish clear revenue generation strategies and annual goals. Ensure those goals are met primarily through membership dues, program fees, publication sales, and gifts.
- Maintain good knowledge of the basics of financial management and develop and manage the Foundation's substantial budget, particularly its expenses. Achieve budget objectives consistently.
- Establish and maintain effective internal controls to ensure accurate and timely financial reporting and monitoring.
- Provide strategic leadership for management of the Foundation's investment funds and for fundraising activities, as needed. Coordinate annual Permanent Sustaining Fund solicitations with the President.
- Manage organizational risks effectively, minimizing legal and financial liabilities.
- Ensure that the Foundation complies with all required filings and other regulatory requirements.
- Develop and implement effective staff management policies and practices including hiring, training, managing, retaining, and terminating staff members.
- Develop and maintain an atmosphere in which high quality products and services are delivered consistently.
- Foster high levels of communication and camaraderie within the Foundation staff.
- Promote diversity and inclusiveness within the Foundation staff.
- Hands-on management of the day-to-day business operations of the Foundation.

Governance

- Support the President, Board, Trustees Council, and Committee Chairs in developing and implementing strategies to attract and engage strong, effective, and diverse members of the Board, Committees, and the Trustees Council.
- Understand and support the role of the Board; ensure ongoing Board education to enhance the Board's ability to execute its responsibilities on behalf of the Foundation effectively.
- Provide strong staff support and regular operational and financial data to the Board.
- Use the time and talents of Board members effectively.

Qualifications

Commitment to Mission

- Demonstrated commitment to the Foundation's mission with an understanding of the Foundation's educational goals and ability to ensure balanced programming with a range of perspectives presented.
- A deep interest in natural resource issues and subjects, particularly extractive resources, and of the different perspectives and concerns that affect those issues and subjects.

Strategic Leadership

- Strategic, down-to-earth leader with proven ability to translate strategies into measurable operating plans and objectives.
- Strong, effective leadership, management, and organizational skills; proven commitment to high performance, superior quality in all products, and accountability.

Operations Leadership

- A preference for working in an environment that is collegial, collaborative, and focused on lifelong learning with open dialogue at all levels.
- Experience in working with or on a governing board and with other active, committed volunteers to achieve goals and deliverables.
- Ability to work effectively with highly capable staff and enhance their personal career development.
- Strong understanding of budgets and issues that impact financial results.
- Excellent judgment, integrity, and comfort with delegating responsibilities appropriately.

Membership & Outreach

- Persuasive communication skills and excellent interpersonal and multidisciplinary project skills.
- An ability to actively perceive and initiate opportunities to engage with members, program attendees, and others interested in the Foundation's work.

Personal Qualities

- Decisiveness and a willingness to take appropriate risks.
- Ability to identify opportunities, take initiative, and be adaptable and resilient.
- Ability to avoid partisan conflicts or stalemates.

Other

- Advanced degree strongly preferred, ideally a JD, with knowledge of natural resources law and related fields, or relevant industry experience.
- Willingness to travel regionally, nationally, and internationally regularly.

The Rocky Mountain Mineral Law Foundation is an Equal Opportunity Employer.