

Better Tomorrow

EXECUTIVE DIRECTOR

Job Description

TITLE: Executive Director

DETAILS: 40 hours per week (FT) (some hours required outside of normal work hours); exempt/salaried; reports to Board of Directors; position located in Steamboat Springs, CO.

SALARY: \$80,000-\$100,000 / year (pay based on experience or additional skills such as being fluent in a second language, advanced degrees, etc.)

BENEFITS: 100% coverage for employee health, vision, dental, and life insurance; 12 paid holidays and PTO; Employee will qualify for a 3% IRA match after 2 years.

SUMMARY: Our mission is to “Empower People. Inspire Courage.” Lead, inspire, and work with passion and diligence alongside the staff of our two programs: Advocates of Routt County and Brighter World, Child Advocacy Center. **Please visit www.advocatesrc.org and www.brighterworldcac.org for more specific information on the programs.** All work by Executive Director must be done through a lens of equity and inclusion. Please note, “Duties and Responsibilities” listed below may be delegated to other positions by Executive Director. To apply, please email a resume and cover letter to board@bettertomorrowco.org. *Priority given to applications received by September 10, 2021.*

SKILLS: Must have a passion for working with victims/survivors, social justice, and the fight to stop violence. Must have experience leading and supervising a team. Must be competent with computers. Experience running a nonprofit or business is preferred. Background in finance, law, grant management, and/or donor relations desired. It is paramount that the employee is a team player, but also can work effectively on their own. Office is high energy and fun spirited. We strongly encourage diverse and bilingual candidates to apply. Must successfully complete a background check and complete 30 hours of agency-specific training upon hire.

DUTIES & RESPONSIBILITIES:

Leadership:

- Establish and lead the vision for the organization
- Help facilitate and implement strategic plan
- Help develop and implement agency annual goals
- Develop and implement efforts for diversity, equity, and inclusion both internally and externally

Board Relations:

- Serves as staff liaison to the Board of Directors
- Provides guidance to Board of Directors:
 - Attend Monthly Board Meetings
 - Help draft Board agendas
 - Report regularly (monthly) on successes and challenges in regards agency objectives
 - Provides Board with information to reach sound decisions and to develop best practice policies

Personnel Administration:

- Responsible for all staff recruitment, hiring, appreciation, development, and terminations
- Initiate and implement strategies that promote employee productivity, workplace satisfaction, teamwork, and professional development
- Establish employee performance standards accompanied by annual employee performance reviews
- Facilitate conflict resolution among staff
- Implement policies as established by and with the Board of Directors
- Ensure that the personnel policies and practices of the agency are in accord with current laws, rules, and regulations
- Direct supervision for all Program Managers and Operations Manager
- Provide caring and responsible mentorship for all staff

Program Development & Administration:

- Oversee the development and implementation of the programs of the agency
- Challenge staff to develop creative approaches to their programming
- Maintain data collection systems for agencies that track effectiveness of service delivery
- Coordinate services with other community agencies where appropriate

Fiscal Management:

- Work with Board Treasurer to develop the annual budget which is subject to Board evaluation and approval
- Disburse funds within Board-approved budget
- Report to Board on all fiscal matters of the agency
- Maintain quality accounting procedures and controls
- Ensure cost-effective allocation of agency resources

Facility Operations & Management:

- Oversee the use and care of the facilities of the agency

- Negotiate leasing options for office space as needed and make recommendations to Board
- Facilitate organization of appropriate maintenance, security, and improvement of the facilities as needed and approved in annual budget
- Plan for long term facility related needs with the Board
- Ensure that adequate insurance is in place for staff, facilities, and programming

Donor & Grant Development & Engagement:

- Develop varied funding sources
- Engage community to find individuals passionate about the mission and wanting to provide financial and/or in kind support
- Research and secure governmental and private sector funding opportunities
- Maintain strong relationship with grant funders and grant managers
- Work with Board on active development and coordination of fundraisers separate from grants or personal donations
- Assist in development and oversight of long-range funding and investment strategies

Community & Public Relations:

- Develop and maintain strong relationships with community partners
- Strategize to develop and implement marketing plans, media campaigns, and promotional materials to increase awareness about the agency, its programs, and its work
- Increase program visibility in the community (while ensuring client confidentiality)
- Represent the agency in all interactions with other community organizations, coalitions, individuals, and general public
- Promote positive public image of the agency, its programs, and its work
- Be active in local, district, state, and national coalitions, committees, boards, service groups, etc.