

## **Executive Director (Full-time or Part-time considered)**

Challenge Denver is seeking an executive director, who will serve as the key visionary and management leader of the nonprofit organization. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. Proven fundraising experience highly preferred. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES:**

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading Challenge Denver in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for collaborating with Board Chair to plan and execute regular board meetings.

2) Financial Performance and Viability: Develops resources to ensure the financial health and sustainability of the organization.

- Responsible for the fiscal integrity of Challenge Denver, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing resources necessary to support Challenge Denver's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Challenge Denver's year-long, comprehensive social emotional programs that carry out the organization's mission.
- Responsible for leading strategic planning, with board support, to ensure that Challenge Denver successfully fulfill its mission into the future.
- Responsible for the enhancement of Challenge Denver's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are professional, efficient, and impactful.

- Responsible for effective administration of all of Challenge Denver's operations.
- Responsible for the hiring and retention of competent, qualified staff and/or contractors

- Responsible for partnering with Challenge Denver’s fiscal sponsor to ensure appropriate signing of all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Qualifications:**

- A bachelor’s degree or higher
- Transparent and high integrity leadership
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Challenge Denver’s strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and inspire board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

**Preferred Qualifications:**

- Experience in K-12 education
- Experience with social emotional learning frameworks and programs
- Five or more years senior nonprofit management experience
- Experience partnering with schools

**Job Responsibilities:**

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as Challenge Denver’s primary spokesperson to the organization’s constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Challenge Denver’s Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
6. Supervise and collaborate with organization staff, volunteers, and contractors.
7. Strategic planning and implementation.
8. Oversee organization of Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Salary commensurate with experience and other qualifications. Quality benefits package includes health and PTO. Challenge Denver is open to considering applications who would be open to three-quarter time or full-time. Please indicate your interest with your application. Email cover letter and

resume to: [info@challengedenver.org](mailto:info@challengedenver.org). Preference will be given to candidates who submit application by June 22, 2018.

**About the Organization:**

Challenge Denver envisions a world where EVERY child feels safe, loved, and connected at school. We provide our school partners with year-round innovative, experiential programs designed to foster healthy school culture and strong relationships.

Our work with schools begins with our flagship Challenge Day program and continues throughout the year with teacher training and development in the areas of restorative practices and trauma-informed care.

We believe there is no such thing as a "bad" child, that negative student behaviors are often the result of unmet social emotional needs or past trauma, and that the social emotional skills needed for success in school and in life can be taught!