Job description

Executive Director

Life Stories Child & Family Advocacy in Greeley, Colorado is actively seeking an experienced leader as the Executive Director to lead and grow their thriving nonprofit. The Executive Director is ultimately responsible for the overall management of the agency in planning and administering programs, and staff that provide crucial services to abused and neglected children through the Child Advocacy Center and CASA Programs of Weld County. The Executive Director is responsible for leadership and management of the agency's operational, strategic, programmatic, and fiscal goals and achievements. Operates under the general direction of the agency's Board of Directors.

RESPONSIBILITIES

Leadership & Management:

- Maintaining consistent quality of non-profit finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Recommends policies to the Board and/or assists the Board in developing specific written, long, and short-range plans for the development of agency programs and services.
- Provides overall leadership and direction for the organization's staff and operations.
- Support of DEI practices into becoming systemic in the agency culture.
- Strong commitment to both the National CASA and National Children's Alliance Standards of Excellence.
- Ensure effective systems to measure successes ensuring programmatic excellence, rigorous program evaluation and measurement of success.
- Support, coach, and develop Life Stories senior management team.
- Partners with and supports the board of directors; serve as ex-officio of each committee.
- Organizational risk management including but not limited to legal, and regulatory compliance, community, industry reputation, and financial risks.

Financial and Fund Development:

- Oversight of all financial operations of agency.

- Maintain and expand revenue generating and fundraising activities to support existing program operations while simultaneously maintaining healthy reserves.
- Use external presence and relationships to garner new opportunities for partnerships, sponsors, and volunteer recruitment and outreach.
- Completion, implementation, and monitoring of all grants and contracts current and new.
- Prepares with support of consultant, all agency budgets and long-term funding plans for approval by the Board.

Communications:

- Deepen and refine all aspects of communications—from web and social media presence to external relations with the goal of maintaining a strong brand.

Community:

- Represents and interprets the mission, goals, and function of the agency to the community through direct involvement and through public relations programs.
- Maintains active representation and participation in the Colorado Children's Alliance (CCA)

Advocacy Centers and Colorado CASA.

- Builds collaborative community relationships with a variety of internal and external stakeholders.
- Continues to build awareness of child well -being and reducing and preventing child abuse and neglect.

QUALIFICATIONS:

- Bachelor's Degree required, with at least 3 years of senior management experience; master's degree preferred.
- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Effective leadership of an outcomes-based organization with the ability to coach staff and manage and develop high-performance teams.

- Excellence in organizational management including budgeting and finance.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and public speaking communication skills.
- Experience in leading the agency through the strategic planning process by setting and achieving strategic objectives. Ability to take an organization to the next stage of growth.
- Knowledge of the child welfare system, court system and volunteer management.
- Fund development, including grant writing, management, and resource development experience.
- Excellent human relations skills including problem-solving, diplomacy and conflict resolution.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.

Life Stories Child & Family Advocacy offers a benefits package including paid holidays and PTO and professional development opportunities. Benefits include partial employer-supported health insurance, life insurance, short- and long-term disability coverage and a 3% contribution to a Simple IRA.

Annual Salary Range- $85,000 - $120,000, contingent upon education and experience.
This is an incredible opportunity to take a great organization with a sound reputation to the next level.

Please submit a cover letter and resume to the attention of:
recruiting@lifestoriesweld.org

Life Stories Child & Family Advocacy is an equal opportunity employer. The agency policy is to afford equal employment opportunities to all persons regardless of race, creed, color, religion, gender, national, social, or ethnic origin, age, physical condition, marital status, disability, veteran status, or sexual orientation. Our employees and applicants will not be subject to sexual, racial, religious, or any other form of unlawful harassment or discrimination.