

# Job Description

Position/Title: Executive Director  
Reports To: Board Chair/Board of Directors  
Status: Independent Contractor - Full Time  
Work Location: Denver, CO

## Overview:

What if you could have a job that inspired you every day? There's nothing more powerful than the inspiration and motivation that comes from the amazing stories of the women who are in the Colorado Women's Hall of Fame (CWHF).

CWHF is dedicated to highlighting extraordinary women and their accomplishments. Women, with grit and grace, who have advanced the roles of today's women to levels of heightened recognition and models of inspiration.

CWHF seeks an Executive Director who, with the organization's Board of Directors, will help further the Hall's mission to find and recognize women who are unsung heroes and deserving of absolute respect and acknowledgement.

## Job Description:

The Executive Director (ED) oversees the operations of the Colorado Women's Hall of Fame including participating in the development of direction and strategy for short and long term goal attainment; directing functional aspects of the business, including Fundraising & Development; Program & Event coordination; Administrative Coordination; and coordination with various Board Committees and their work.

The ED provides the leadership, management and vision necessary to ensure that the organization has the proper planning and related operational execution to ensure short and long term goal attainment, organizational sustainability, and employee and stakeholder satisfaction. The ED will foster a success-oriented, high performance, accountable environment within the organization.

The ED will work with a high degree of independence in decision-making and problem solving; will lead and build consensus toward established objectives and goals; will share rewards and responsibilities; and support the initiatives and successes of others. The ED will represent the organization with integrity; will collaborate with all constituents; and will motivate people to work together to accomplish organizational goals and to satisfy the mission of the CWHF.

The ED will interact closely with the Board Chair, Board of Directors and other public and private constituents to positively represent and support the organization. The CWHF has a working board with Board members very involved in and supporting the work in the organization. This support is organized into specific committees led by Board members, which focus on key elements of the mission and supporting initiatives. The ED would also help to integrate and align these committees, working closely with the Committee Chairs.

### Essential Job Duties (including but not limited to):

1. Collaborates in the strategic planning process with the Board of Directors.
2. Integrates strategic mission and direction into the development of annual operating plans and budgets, and reporting that support the strategic plan.
3. Oversees and leads the CWHF's staff, volunteers, funding, programs, expansion, and execution of its mission to ensure the annual goals and objectives are met.
  - Oversees all event-related fundraising including sponsorship plans working closely with the Board Committees.
  - Works with the Brand Awareness Committee Chair, participates in the development, communication, and implementation of effective marketing, public relations, paid, owned, and online content strategies, processes and initiatives, including social media, website management, marketing collateral, the annual report, and an organizational crisis plan.
  - Oversees all operational infrastructure and administration, including work load management, contract negotiation, vendor management, website, systems and processes.
  - Coordinates efforts of Committees ensuring integration and required administrative support is provided on a timely basis.
4. Drives Fundraising & Development efforts for CWHF including:
  - Development activities for all of the following areas: annual giving, grant writing, and major gifts.
  - Development and implementation of an annual Fundraising/Donor Plan that includes donor acquisition strategies, appeal planning, annual giving plans, and donor management and retention strategies.
  - Expansion of the CWHF's base of supporters by identifying new individual, corporate, and other funding prospects for special events, annual sponsorship program and other fundraising opportunities resulting in significant revenue.
  - Creation of grant proposals to obtain funding support from foundation and corporate funders.
    - Researches potential funders and makes contacts with foundation staff.
    - Produces status reports on grant writing activity.
  - Management of development related procedures, workflows, and reporting.
  - Partnership with Brand Awareness to develop Donor and other stakeholder focused collateral and messaging.
  - Development of appropriate donor management strategies and implementation plans so that supporters are appropriately recognized and receive the benefits and expectations promised.

- Implementation of a system to prospect, recruit, respond to, track, and follow-up on all prospective donors building a portfolio for annual/individual giving, planned giving, in-kind, endowment, and corporate giving.
  - Supervision of the management and maintenance of the donor database to track and report on all donor-related activity including the recording of income, event participation, in-kind contributions, sponsorships, and other participation in an overall effort to optimize fundraising and friend-raising opportunities.
5. Participates in all financial aspects of CWHF's operations, working with the Treasurer, including efforts to insure that all funds, investments, assets and property are appropriately managed and safeguarded.
  6. Works closely with Board Chair and Directors, involved in strategic relationship building, including vendor and community partnerships, sponsors, and HNW donors,.
  7. Serves as a liaison and official spokesperson to the news media and the community by directly representing the organization with communities and other agencies and organizations.
  8. Develops, maintains, and supports a strong Board of Directors
    - Collaborates with Board Chair & Nominating Committee to acquire and maintain effective Board Members
    - Informs the Board of Directors, Executive Committee and Officers on the conditions and operations of the CWHF.
    - Provides liaison and staff support to BOD and committees to enable them to perform their assigned functions
    - Attends all meetings of the Board of Directors and Executive Committee
  9. Provides leadership direction, support, coaching and encouragement to staff to increase individual abilities and motivation while building teamwork, performance and values
    - Oversees all recruiting, hiring, training and orientation activities for staff
    - Supervises 2 or more administrative staff members
    - Establishes performance standards and goals to guide and evaluate staff
    - Provides guidance to team members and assist with general questions
    - Acts as point of escalation for team
    - Provides feedback to and coaches individual team members
  1. Carries out such other general responsibilities and duties.

**Required Knowledge, Skills, Abilities & Experience:**

- Experience--at least 5 years' experience as a successful Program or Development Director or ED in a similar nonprofit organization.
- Development—documented, successful Fundraising and Development experience
- Analytical—strong skills and ability to synthesize complex or diverse information.

- Problem solving—ability to think critically to identify and resolve problems in a timely manner and gather and analyze information skillfully.
- Oral communication—poise; speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Leadership—inspires and motivates others to perform well and accept feedback from others.
- Management skills—a style that is inclusive and collaborative and includes staff members and Board in planning, decision-making, and process improvement; is available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
  - Delegation—ability to delegate work assignments, give authority to work independently, set expectations and monitor delegated activities.
- Quality management—seeks ways to continually improve and promote quality and demonstrate accuracy and thoroughness.
- Judgment—displays willingness to make timely decisions and exhibits sound and accurate judgment.
- Planning/organization—adept at developing realistic action plans, setting priorities and planning work activities, and using time efficiently
- Teamwork – collaborates as a strong and positive member of the team to develop solutions to specific problems; leads the development of identified corporate initiatives.
- Integrity--Demonstrates the highest commitment to ethical behavior
- Technical—Competency in Microsoft Office Suite

### Preferred Knowledge, Skills, Abilities & Experience:

- Member of American Society of Association Executives

### Physical/Mental Demands & Environment:

- Must be able to work standard business hours and beyond, often outside the CWHF offices at event and program sites.

### Education Requirements:

- Bachelor's degree or equivalent work experience
- Master's of Nonprofit Management degree preferred