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COLORADO NONPROFIT DEVELOPMENT CENTER

A Partner for Nonprofit Innovation, Efficiency and Accountability

JOB DESCRIPTION

TITLE: President & CEO

SUPERVISOR: Board of Directors

SUPERVISES MULTIPLE DIRECT REPORTS AND INDIRECT REPORTS

GENERAL: The Colorado Nonprofit Development Center (CNDC) is dedicated to fostering a healthy and vibrant nonprofit sector in Colorado by enhancing the effective and efficient use of community resources. Our values of partnership, respect, accountability, innovation, and learning guide our work. We provide comprehensive fiscal sponsor services to emerging and transitioning charitable groups (“Projects”) serving their communities in areas as varied as education, human services, and public health.

SUMMARY OF RESPONSIBILITIES: Ensure that CNDC effectively fulfills its mission, adheres to its values, grows its positive impact on the quality of life in Colorado, and is financially and operationally healthy. Provide overall leadership, management, and planning for CNDC while working closely with board, staff and other stakeholders in CNDC. Attract, develop and motivate skilled and qualified staff, board members and project leaders who can support and further the mission of CNDC. With the executive team, create a cohesive, engaged, and collaborative work culture by adhering to and promoting CNDC’s values. Develop and maintain appropriate network connections for business development and other support and resources needed to keep CNDC viable and thriving.

SPECIFIC DUTIES:

Business Planning, Support and Development

- Lead business and strategic planning including fiscal oversight and planning, and assure that plans align with mission and values
- Review viability, quality and success of programs and develop new programs
- Ensure financial health of central office and combined overall organization
- Cultivate prospective projects that are directly referred

Legal and Compliance

- Act as primary liaison with CNDC’s attorneys
- Oversee compliance of central office and combined organization with policies and procedures, formulating new policies and systems as needed
- Approve and, as needed, consult on contracts, with ultimate responsibility for assuring compliance with external regulations and internal practices for overall organization, including all projects

Human Resources

- Provide leadership on CNDC’s HR function, including providing oversight, guidance on effective practice and policy

- Stay informed on employee relations issues as they arise, becoming directly involved as needed to assure compliance and best practice outcomes
- Act as the final mediator for supervisory related issues for any staff person, including project-related staff, once supervisory avenues have been exhausted

Project Development and Support

- Engage in evaluation and selection of projects by participating in project selection committee and acting directly in selection process with Vice President on projects where special negotiation is required
- With Vice President, manage the project separation process, e.g., mergers and spin-offs
- Oversee and engage in problem resolution for overall organization with particular emphasis on projects
- Coach and advise Project Directors and Project Boards on their project's development
- Participate in capacity-building efforts of CNDC (e.g., PROSeries) as needed

Communications and External Relations

- Manage external relations critical to the growth and development of existing and new business, with an emphasis on developing and fostering effective partnerships with funding community
- Participate in and, as needed, develop and maintain related professional organizations that support CNDC and its projects (e.g., National Network of Fiscal Sponsors, Colorado Nonprofit Association, etc.)
- Oversee CNDC's communications efforts, including branding, messaging, website, social media, etc.

Board/Committees

- Work in conjunction with board members and nominating committee to recruit, select and orient new board members for CNDC
- Work with Board Chair and Executive Committee to plan board meetings and address issues in between meetings
- Provide information and support necessary to engage CNDC board and committee members to actively provide fiduciary oversight, community connections, governance, strategic direction, and other support
- Participate in board committees and/or engage CNDC staff to participate in committees

Other Duties & Responsibilities

- Recruit, engage and motivate direct reports and support direct reports in supervising and engaging indirect reports
- Foster a team-based work environment that reflects CNDC's values

OTHER DUTIES REQUIRED OF ALL STAFF:

- Actively participate and engage as a part of CNDC's staff and various work groups
- Provide back-up for other staff as needed
- Approach communication with projects, staff, and other stakeholders with a focus on empathy and maintaining and improving relationships
- Respond to Project needs and requests for information

- Maintain professional standards of performance, demeanor, and appearance appropriately acting as a “role model” both at and away from CNDC
- Exercise discretion and professional judgment; act with honesty and integrity
- Actively strive to create and maintain an inclusive and appropriate environment through communication and interaction that demonstrates respect
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Perform all tasks and responsibilities with attention to details and in a complete and timely manner, complying with CNDC policies and standards and conforming to the scheduling requirements of the job and program
- Actively seek training, experience and information to remain current and to grow skills and knowledge in field of work

Other duties may be assigned.

QUALIFICATIONS

Required:

- Bachelor’s degree in a related field such as business, communication, or nonprofit management and at least ten years in executive management of a nonprofit organization, or a graduate degree in a related field and five years of executive management nonprofit experience are required
- Proven leadership skills
- Familiarity with fiscal sponsorship best practices
- Excellent communication, interpersonal and relationship building skills including conflict management and coaching experience
- Supervisory experience, including with management level staff
- Strong nonprofit financial management skills
- Understanding of HR issues and best practices
- Experience with nonprofit/business legal issues
- Ability to be comfortable working with social entrepreneurs
- Commitment to continuous personal and organizational improvement

Preferred:

- Experience as a nonprofit Executive Director or CEO
- Master’s degree in a related field or a law degree
- Direct experience with fiscal sponsorship
- Has served on a board, board committee, or a commission
- Experience managing executive level staff

POSITION TYPE/WORK SCHEDULE: This is a full-time exempt position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of CNDC.