

**Position Description – Executive Director
Denver, Colorado**



OVERVIEW

The Rocky Mountain Children's Law Center is a nationally recognized multidisciplinary legal and public policy organization committed to serving abused, neglected and trauma-exposed children and youth. We advocate for children and youth, drive systemic reform, and boldly challenge the status quo so that every young person who has experienced trauma or instability has the opportunity to thrive. The organization has an operating budget of over \$1.5 million and a staff of 15 dedicated professionals.

POSITION SUMMARY

The Executive Director (ED) supports the vision and mission of the Children's Law Center. Working with the board of directors, the ED:

- Executes the vision and strategic direction of the Children's Law Center, working with the organization's senior management team to implement the strategic plan, developing the financial resources and operational capacity of the organization, and overseeing the organization's financial management
- Ensures quality programming, oversees internal and external communications, and serves as the chief liaison with community groups, government agencies, and legislative bodies, developing effective partnerships throughout the state and nation
- Fosters an effective, diverse, and inclusive work environment to promote the strengths of all staff members.

KEY RESPONSIBILITIES

Leadership:

- Provides vision and overall leadership for the Children's Law Center, in collaboration with the Board of Directors
- Works with the Board, the Deputy Director, and the Law Center's senior leadership team to develop and implement strategies in support of the organization's vision, mission, goals, and values
- Creates short and long-term strategic plans for the Children's Law Center consistent with its vision, mission, goals, and values

Development:

- Oversees the development and implementation of the organization's strategic fundraising plan in order to increase the revenue of the agency and achieve greater sustainability
- Provides direct supervision of the Development Director
- Ensures that a proper fundraising infrastructure is in place including appropriate donor database, reporting, and evaluation systems

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- Establishes and coordinates an effective marketing/communication plan that promotes the organization's fundraising efforts
- Works in collaboration with the development team and the Board to cultivate relationships; solicit major gifts, sponsorships, and grants from individuals, corporations, and foundations; and expand the donor base
- Ensures that the annual budget is funded through appropriate sources and that the fundraising strategy is adjusted as necessary to meet financial goals

Operations and Financial Oversight:

- Provides leadership for the overall financial strategy of the organization including evaluating and revising annual budgets and multi-year strategic plans
- Ensures compliance with funding requirements of agencies, professional organizations, and other outside organizations that provide resources
- Recruits, selects, develops, and retains senior management team members and oversees the selection of other staff as needed
- Ensures that personnel policies are updated and consistently implemented throughout the organization
- Authorizes and approves expenditures in accordance with established policies and procedures

Community Leadership/Public Relations:

- Establishes the Children's Law Center as a nationally recognized resource and leader in issues related to children, youth, and families
- Establishes and strengthens relationships with members of state and local government offices, agencies and legislative bodies, and serves as an expert resource in connection with their policy-making and legislative activities.
- Oversees the communications and public relations strategy targeting other non-profit partners, government agencies, elected officials, funders, media, and the general public

Programs:

- Ensures that all programs are evaluated for strategic alignment, mission-driven results, and financial stability
- Maintains a working knowledge of significant developments and trends in all programmatic areas of the agency to ensure that the Children's Law Center remains current on all relevant policy and legal issues
- Works with the staff and the Board to assess current services and programs, set annual service delivery and community impact goals, and develop ideas for changes or new projects
- Leads the development of strategic partnerships with government, private and nonprofit entities to further the objectives of the organization's mission

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Board of Directors Relationship:

- Works with the Board to recruit, educate, and retain a board of directors comprised of outstanding community leaders who are effective in promoting the mission and strategic goals of the organization
- Engages board members in identifying fundraising prospects and educates them on their role in developing the organization's financial base
- Informs board members on a timely basis regarding the overall operations of the Children's Law Center including programs, financial status, human resource issues, significant policy issues, external communications, and fund development
- Provides information and recommendations to the Board for setting or revising the organization's vision, mission, goals, objectives, operating policies, and strategic planning priorities
- Ensures that Board committees are appropriately supported by staff members

THE CANDIDATE

The ideal candidate must be deeply passionate about the mission of enhancing the lives of children and youth in Colorado who have experienced trauma or instability. In addition, this individual will have a distinguished record of thought leadership in the child advocacy community, as well as significant non-profit leadership experience, with a history of working with interdisciplinary teams to achieve common goals. The position requires intellectual curiosity, creativity, strategic thinking, fundraising ability, and hands-on management experience, including an understanding of financial data and organizational budgets. Lastly, the ideal candidate will have the ability to ensure the Children's Law Center's ongoing growth and sustainability, creatively lead Board and staff development, and increase the organization's profile through marketing, partnerships, media, and external and government relations.

Education Requirements:

- Juris Doctor or similar degree in public policy, social work, child welfare, or related area
- A deep knowledge of the child welfare system and/or an understanding of juvenile law is required¹

¹ The Executive Director does not have to be an attorney. However, if the Executive Director is not an attorney licensed in the State of Colorado, they may not direct the provision of legal services or exercise of professional judgment by any attorney employed by the Children's Law Center, or interfere with the attorney-client relationships involving attorneys employed by the Children's Law Center.

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SALARY RANGE & BENEFITS

\$115,000 to \$135,000 per year – based on skills, education, and experience.

Benefits include:

- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- 403(b) retirement savings with employer match
- AFLAC options
- Flexible spending account
- Vacation time, sick time, and personal time

THE SEARCH PROCESS AND APPLICATION REQUIREMENTS

Applicants should submit **no later than March 1, 2023** the following:

- A cover letter indicating why they are particularly interested in and qualified for the position. If desired, the cover letter may address the number of years of experience working with non-profit organizations, particularly those focused on child advocacy, as well as the type of work performed; salary requirements, if any; and any other information highlighting the desired qualities set forth above
- A current resume
- Other supporting material (e.g., articles or speeches) that would be useful to the search committee
- The names, addresses, and telephone numbers of three references
**We will obtain permission from candidates before contacting references.

These materials should be transmitted via email attachment to the Children's Law Center's **Board Chair, Anna Reinert**, at RMCLCBoard@childlawcenter.org with the subject line "RMCLC Executive Director." No phone calls please. Finalists will be contacted to establish a schedule of visits and interviews.

The Children's Law Center does not discriminate in employment opportunities or practices on the basis of age, race, religion, sexual orientation, gender, gender expression, national origin, disability, veteran status, genetic characteristics or information, or any other characteristic protected by law.