



Executive Director

Job Purpose/General Description

The League of Women Voters of Colorado has a position open for an Executive Director to lead the organization as it develops and implements a new strategic plan. This is a full-time position, and the Executive Director would work with one other staff person, a board of directors, and many volunteers. The League nationally is close to being 100 years old with organizations in every state. In Colorado, there are 18 units across the state. This is an interesting opportunity for someone ready to lead a transitioning organization. The League is an equal opportunity employer.

The Executive Director reports to the President of the LWVCO Board of Directors, is responsible to the entire Board and has overall responsibility for leading and managing the organization. The Executive Director carries out the vision and mission of the organization in conjunction with the working Board and Board-established policies and guides the planning process for vision achievement. The Executive Director ensures alignment among vision, strategy and operational goals.

Responsibilities

Organizational Responsibilities

1. Oversee the day to day operations of LWVCO.
2. Assure that the organization has a long-range strategic plan in agreement with its mission, and assure consistent and timely progress toward completion of the plan.
3. Provide leadership in developing and carrying out subsequent program, financial and other plans with the Board of Directors and staff.
4. Recommend and carry out policies authorized by the board.
5. Promote active and broad participation by volunteers in all areas of the organization's work.
6. Ensure maintenance of official records and documents, and ensure compliance with federal, state and local regulations.
7. Ensure that organizational policies and publications are reviewed and/or revised annually.
8. Ability to work flexible hours occasionally to support League events and fundraisers.

Board of Directors

1. Ensure, with the Board President, that the Board of Directors has the resources, training and tools to govern the organization effectively and to play an active role in fulfilling organizational goals.
2. With the Board President, plan Board meeting agendas and ensure that agendas and other Board materials are distributed in a timely manner.
3. Serve as an ex-officio member of the Board and committees.
4. Keep the Board fully informed on the condition of the organization and factors influencing it.

Budget and Finance

1. Ensure that LWVCO maintains and uses sound financial practices including external audit or financial review as needed.
2. Work with staff, Finance Committee and the Board to prepare an annual budget.
3. With the Treasurer and Finance Committee, see that LWVCO operates within budget guidelines.
4. With Finance Committee and Board, ensure effective management of LWVCO investment funds.

Resource Development

1. Ensure that adequate funds are available to enable the organization to carry out its work.
2. Work with the Development Team, staff and Board to build and maintain relationships with current and potential donors, including major funding institutions.
3. Work with the Development Team, staff and Board to expand the organization's development strategies (grant writing, donor cultivation/retention, events, etc.) to grow LWVCO's resources.
4. Ensure that current technology is available for adequate resource development.

Communications

1. Ensure regular communication with local Leagues.
2. Establish sound working relationships and cooperative arrangements with community groups.
3. With the Board President and members of the Board, represent LWVCO and its point of view to agencies, organizations and the public.
4. Supervise Communications Specialist/Staff to ensure a) development and implementation of an annual communications plan, and b) use of effective communications tools to reach members, public, donors/potential donors and others to fulfill LWVCO's goals.

Staff Management and Relations

1. Be responsible for the recruitment, employment, training and release of all personnel, including paid staff, contractors and volunteers.
2. Ensure that all job descriptions are developed, that regular performance evaluations are held and that sound human resources practices are in place.
3. See that an effective organizational team, with provision for succession, is in place.
4. Work to ensure teamwork among staff and volunteers and employ problem solving approaches.
5. Ensure and promote an organizational climate that emphasizes diversity, equity and inclusion.

Preferred Qualifications

- Self-directed with 5+ years in a nonprofit Executive Director position
- Commitment to Diversity, Equity and Inclusion
- Proven leadership in a complex nonprofit organization
- Knowledge of transitional change processes
- Ability to work effectively with Board, staff and volunteers
- Ability to partner with Board and staff to develop a changed vision and a realigned League
- Demonstrated ability to increase the financial resources of an organization
- Demonstrated ability to increase organization visibility
- Expertise in financial and budget management, public policy and community relations
- Experience with current technology including social media
- Excellent communication and interpersonal skills
- Bachelor's degree or higher
- A plus: Spanish language

Compensation and Benefits

This is a full-time, salaried position. Compensation is commensurate with experience and education. LWVCO offers competitive benefits.

How to Apply

Please send cover letter and resume to: hr@lwvcolorado.org by 10/1/2018.

The job description is thorough and, in the interests of fairness to all applicants, no calls about the position will be accepted.

ADDENDUM

LWVCO Today: A Transformational Time

Purpose and Structure

The League of Women Voters of Colorado is a 501(c)(3) membership organization established in 1928 as part of a national movement to encourage educated voting. The national organization - LWVUS - was established in 1920, almost 100 years ago, as an outgrowth of the 72-year struggle to win voting rights for women in the U.S.

LWVCO encourages the informed and active participation of citizens in government and influences public policy through education and advocacy. The League's activist network of Colorado Leagues and sometimes other states and national Leagues derives its strength from the energy and commitment of more than 100,000 supporters and member volunteers nationwide. In Colorado, League has approximately 1,500 members and 21 Leagues around the state. The League's hallmark is its unique grassroots approach to study and action.

Strategic Planning

In parallel activities, LWVCO and LWVUS are in the middle of a strategic planning process and a transformation process. The impetus for these activities is the belief that the organization is on the cusp of failing to thrive. It is a 20th Century organization working in a 21st Century environment. LWVCO has completed an assessment of our organization and the needs that will set it on a path to greater success. The following areas are identified for emphasis: Membership; Communications (Internal and External); Partnerships and Collaboration; Development; Technology; Staff (Executive Director); Association Management System; and Training, Support, Technical Assistance for local Leagues.

Commitment to Diversity, Equity and Inclusion (D.E.I.)

The League of Women Voters has identified its lack of racial, economic, age and social diversity as an impediment to achieving its mission and as a barrier to greater impact and growth. Embracing Diversity, Equity, and Inclusion is core to the League's mission to empower voters and defend democracy.

—end—