



## Chief Executive Officer

### The Position

We are looking for a dynamic visionary individual to lead the growth and development of Philanthropy Colorado in accordance with the organization's strategic roadmap. The Chief Executive Officer (CEO) will work closely with the Board of Directors (BOD) and will lead the team in advancing the organization's near and long-term goals.

### About You

- ✚ You are aligned and committed to the values identified in our Strategic Roadmap (Collaboration, Diversity, Equity, Generosity, Humility, Inclusion, Leadership, Transformation).
- ✚ You are an entrepreneurial self-starter who is well prepared to be thoroughly productive, an exemplary leader, collaborator, and communicator.
- ✚ You have depth and expertise in collaborating with a Board of Directors, developing innovative partnerships, committees, and stakeholders.
- ✚ You have implemented strategies to deliver long-term financial health for the organization; developed and managed the organizational budget and overseen fundraising strategies and supported fundraising programs.
- ✚ You have demonstrated experience with developing and executing strategic programs, advocacy efforts and expanding the organizations statewide presence.
- ✚ You are willing to travel, and you thrive in a remote work environment, attending in-person meetings and events as required.

### A Day in the Life

- ✚ **Network Leadership, Development and Culture:**
  - Provide executive leadership that reflects the organization's values and vision.
  - Promote equity, diversity, and inclusion; create a positive and collective culture.
  - Foster a culture of accountability, follow through, and ongoing staff education and development.
  - Build on a culture that celebrates authenticity and contributes to the retention of talented and diverse team members.
- ✚ **Strategic Planning and Programming:**
  - Develop ongoing strategies for continuously engaging current members.
  - Continue to cultivate meaningful connections with and among members to ensure the organization's relevance amid the varied and changing needs of the philanthropic sector.
  - Maintain a big and inclusive tent by listening to the needs of a diverse spectrum of members and building consensus where possible, while also encouraging the field to be open to new ways of approaching its work.
  - Ensure the programs and activities of the organization tie closely to the priorities of the strategic roadmap.
  - Stay current on new and emerging trends of education programming and advocacy efforts.
  - Create robust reporting, evaluation, and updates outlining successes and challenges.

#### **Board of Directors and Collaboration:**

- Partner with the board to create the overall vision and strategy for Philanthropy Colorado, seeking ongoing input from team and membership. Continue to build a strong pipeline of diverse directors.
- Implement diversity and inclusion recruitment strategies to hire, onboard and train new Board members in partnership with the Board Members and Officers.
- Develop strong relationships with board directors and promote their efforts to grow and develop Board systems, officers, committees, governance and decision-making processes in partnerships.

#### **Financial Stewardship**

- Develop and implement a strategy to deliver long-term financial health for the organization.
- Serve as Chief Financial Officer (CFO). Create and manage the organizational budget and internal controls, fiscal policies, and banking in partnership with Treasurer, Finance Committee, Bookkeeper and Auditor.









#### **Fundraising**

- Collaborate with the Board and other stakeholders to define fundraising priorities.
- Ensure ample financial resources by reviewing and revamping of dues, grant strategies and goals.
- Pursue new revenue streams and business models to build on current structure.

#### **Advocacy and Communications**

- Act as a champion and ambassador for Philanthropy Colorado and the field, developing connections with stakeholders (regulators, policy makers, nonprofit/philanthropy-serving groups, and others) in various sectors in Colorado and nationally.
- Lead the advocacy and policy strategy in partnership with the team and members.
- Oversee effective communications and goals and collaborate collectively with the team on tools and technology to support them.
- Present information effectively and respond to questions from board members, managers, staff and external stakeholders.

### **What You Bring to Us**

-  A bachelor's degree.
-  A minimum of 10 years' experience in relevant non-profit leadership. 5+ years of significant achievement leading programs that have delivered positive social progress, or any equivalent combination of experience, lived experience, and/or unique skills.
-  Strong history of non-profit financial management.
-  Success with development of a shared vision with diverse organizations and a broad range of individuals, and with implementation of that vision to ensure desired results.
-  Experience working with a Board of Directors.
-  Confident, articulate, professional speaking abilities and experience. A persuasive speaker in public, in media interviews, to board members and funders around mission, values, and policy.
-  Proven experience in fundraising, establishing a high-performing fundraising operation that increases the recurrence and predictability of contributions, as well as long-term engagement of both institutional and individual donors.
-  Experience working in government or with policymakers.

- ✚ Oversee and collaborate on strategies for educational programming and peer-learning opportunities for diverse adult audiences.
- ✚ Exceptional interpersonal abilities, outstanding verbal, and written communication talents. Ability to articulate and convey ideas effectively and convincingly. Ability to prioritize work and motivate people to action.
- ✚ Able to effectively plan, facilitate and be present at virtual and in-person meetings, work with speakers and identify subject-matter experts on relevant topics, trends, and issues.
- ✚ Elevated level of enthusiasm, ethics, flexibility, organization, diplomacy, and humor. Tolerance of ambiguity and appreciation for nuance and differences.
- ✚ C-Level experience working in philanthropic, nonprofit and/or professional membership association environment.
- ✚ Requires sophisticated emotional intelligence and resiliency skills to lead and/or actively participate in advancing Philanthropy Colorado's work relative to racial, social, and economic justice.
- ✚ Strong technical skills with the ability to utilize various technology and learn innovative technology quickly.

## About Us

Philanthropy Colorado is a vibrant statewide network with active involvement of 125+ organizations that represent the diversity of the sector and our state. Since its founding more than 50 years ago, members have recognized the value of coming together as a grantmaking community to share expertise, skills, and experiences. The organization offers a robust set of programs, professional development and learning communities, in addition to advocacy and policy activities aimed at strengthening the charitable sector and communities across Colorado.

Philanthropy Colorado is also recognized for its long-time efforts to nurture peer-led networks that bring members together regularly around issues of interest and professional roles. Some of the groups currently include arts and culture, climate action, early childhood, impact investing, information technology, public policy, CEO leadership, community foundations, finance, human resources/operations, executive administration, and small funders. Philanthropy Colorado was among the first statewide philanthropy networks to establish a full-time role five years ago to focus on ensuring members work collaboratively to understand and support the unique needs of rural Colorado.

As an active champion of its national network, Philanthropy Colorado has a long tradition of working in partnership with its members and its partners nationwide to embrace advocacy and policy work as critical for the field and the causes it supports. Increasing the field's capacity to advocate and seek policy change, in addition to advocating for the sector itself, has become an increasingly important component of Philanthropy's Colorado work.

An evolving strategic roadmap solidifies a commitment to embrace equity and inclusion as imperatives, as the outcomes Colorado communities deserve that result from the connections of Philanthropy Colorado's statewide funder-led network. With a diverse staff of five experienced professionals, the team and board continue to work individually and together to build and embrace a culture of belonging that includes ongoing learning about racial equity and inclusion.

With an operating budget of roughly \$900,000, Philanthropy Colorado's revenues come from a mix of dues, grants and program fees from its membership. Currently, 12 leaders from across Colorado philanthropy serve on its committed board of directors. The organization operates as a hybrid organization with an office suite currently housed at Colorado Gives Foundation in Arvada, CO, but with team members working remotely when they are not meeting in person or hosting programs and events.

This transition follows 14 years of leadership by Philanthropy Colorado's first full-time chief executive Joanne Kelley, who has worked together with the board, the team, members, and partners to transform the organization into one of the most highly respected regional philanthropy networks in the country. For more information on the organization, please visit [philanthropycolorado.org](http://philanthropycolorado.org).

## Our Culture

- **Mission:** To strengthen Colorado communities by bringing people, information, and resources together
- **Vision:** To ensure an equitable and sustainable future for Colorado
- **Values:** Collaboration, Diversity, Equity, Generosity, Humility, Inclusion, Leadership, Transformation

## Application Process:

This is a salaried position, based on knowledge, skills, and experience. The salary range is \$120,000.00 - \$150,000.00 and includes our standard benefit package, 100% employer-paid premiums for employee health insurance, dental, vision, group life, AD&D and long-term disability insurance. Generous paid vacation and paid holidays, sick leave, and an employer retirement contribution to a SEP-IRA at an amount equivalent to 7% of salary. Professional development opportunities and supportive, flexible, and remote work environment. Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community and those with lived experience with racism and /or misogynoir are encouraged to apply for this role. If interested, please submit your application, and include a one-page cover letter and resume to [The HR Shop - Apply to Job - Philanthropy Colorado - Chief Executive Officer](#). Applications will be accepted until the position is filled, but priority consideration will be given to those received prior to December 6, 2023.

## Legal Stuff:

You need to be able to sit or stand for 6 hours per day. While not frequent, you need to reach for, and/or move 50 pounds and use your hands to finger, handle, or feel objects, tools, or controls, mobility to access a wide variety of meeting and work settings, and to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation.

*Philanthropy Colorado is committed to the principle of equal employment opportunity for all team members and to providing a work environment free of discrimination and harassment. All employment decisions at Philanthropy Colorado are based on business needs, job requirements and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other protected status. Philanthropy Colorado will not tolerate discrimination, harassment, or retaliation based on any of these characteristics.*