



Executive Director Position Announcement

The [Colorado Coalition Against Sexual Assault \(CCASA\)](http://www.ccasa.org) is currently accepting applications for the position of Executive Director. CCASA is a statewide membership organization promoting safety, justice, and healing for survivors while working toward the elimination of sexual violence. Based in Denver, CO and founded 30 years ago in 1984, CCASA's vision is for Colorado communities to believe and support survivors, hold perpetrators accountable, and take action to end sexual violence. For more information about CCASA's work, please visit www.ccasa.org. Full position description and detailed requirements can be found at <http://www.ccasa.org/job/ccasa-executive-director/>.

Position Description

The Executive Director at CCASA leads a highly dedicated and respected team of professionals in their work to create statewide change based on the values of survivor empowerment, collaboration, and a commitment to inclusiveness and social justice. This position is responsible for the overall operations of the organization, including staff supervision, program oversight, grant and fiscal management, and fundraising. The Executive Director partners with the Board of Directors to ensure that CCASA has the resources required to maintain its strong foundation while embracing ongoing growth. Given CCASA's small staff, the person in this position is also integrally involved in program implementation.

Essential Functions

1. **Strategic Planning & Implementation:** Collaborate with the Staff, Board of Directors, Members, Partners, and other Key Stakeholders to fulfill the mission of the organization within CCASA's core values and annual strategic priorities.
2. **Personnel Management:** Provide direct supervision to all full-time staff members and oversee staff recruitment, training, and evaluation processes (including final authority to hire, terminate, and set compensation for all employees). Work with CCASA's team to develop organizational understanding and integration of culturally-relevant, empowerment, and strengths-based strategies. Oversee relationships with CCASA's independent contractors.
3. **Financial Management:** Work with the Board of Directors to develop, implement, and oversee annual budget. Manage daily fiscal responsibilities including: work with the contract accounting and bookkeeping services provider to carry out all accounts payables and receivables procedures; write and manage all grants (including compliance and financial reporting); and coordinate the annual audit process.
4. **Fund Development:** Collaborate with the Board of Directors and Staff to develop and execute fundraising strategies in order to diversify financial resources and ensure the organization's long-term stability.

5. **Board Development:** Provide staff support for the CCASA Board of Directors, including its standing and ad hoc committees. Partner with the Board Chairperson to maintain and promote a collaborative relationship with the Board of Directors that remains focused on strategic planning, fund development, financial oversight, and long-term visioning for the organization.
6. **Program Development:** Oversee development and expansion of all CCASA services and programs, including monitoring progress in accordance with the organization's strategic priorities and annual budget.
7. **Program Implementation:** Provide training and consultation to member programs and other sexual assault victim service providers, including working with the Director of Training & Communications to oversee the planning and implementation of the annual [Colorado Advocacy in Action Conference](#). Represent CCASA in carrying out various systems change strategies (e.g., state level funding committees, the Colorado Sex Offender Management Board and its committees, and others on "Statewide Change" list at <http://www.ccasa.org/programs-projects/>) and assist the Director of Advocacy & Policy with public policy advocacy.
8. **Communications:** Ensure that CCASA maintains its focus on sexual assault survivors as well as its members and other sexual assault victim service providers in Colorado. Serve as the media spokesperson and champion collaborative relationships with CCASA's state and national partners, key stakeholders, funders, donors, and other supporters.

Experience & Attributes

CCASA is a small organization with an ambitious mission to advocate for survivors of sexual violence on a statewide level. Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking action to end sexual assault in Colorado. Although this is not a direct service position, this person must have an understanding of empowerment and strength-based strategies for working with survivors of sexual assault. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are committed to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations. In addition to these attributes, the successful candidate will bring a variety of skills and experiences to CCASA, including:

- Bachelor's degree in related field and at least five (5) years of progressive leadership experience working in a nonprofit setting, preferably a sexual assault coalition or program. Additional experience may be substituted for required education.
- Understanding of sexual violence issues and commitment to best practices and current research in the field.
- Ability to articulate how multiple forms of oppression (racism, classism, heterosexism, ableism, etc.) intersect with CCASA's work to end sexual violence.
- Substantial and demonstrated success in writing, securing, and managing complex grants (state and federal government grants preferred).
- Demonstrated expertise in nonprofit fiscal management, including ability to develop an annual fundraising plan and lead Board of Directors and Staff in its implementation.
- Staff supervision and leadership skills within a working environment that prioritizes collaboration, respect, and equality.
- Proven success in developing and implementing strategic and operational plans.

- Strong leadership experience with program development, implementation, budget management, and evaluation.
- Experience with building successful collaborations and coalitions of diverse individuals and organizations.
- Excellent interpersonal communications skills, ability to effectively facilitate large meetings, and experience with public speaking.
- Comfort with working in a small, team-oriented environment.

Compensation Package

This is a full-time, exempt position with a hiring salary range of \$60,000-\$68,000 annually. Benefits package includes paid vacation, holiday, and sick leave as well as medical and dental insurance.

Work Environment & Requirements

Work takes place in an office setting located in Downtown Denver with a schedule that may vary to meet the demands of the position, including some evenings and weekends. The position also requires the ability to travel, including some overnight travel (approximately five trips annually). Physical demands include sitting, standing, operating a keyboard, driving long and short distances, some light lifting, walking, and airplane travel. Applicants must have a valid driver's license, a reliable mode of transportation, and be able to pass a criminal and motor vehicle background check. Responsible to: CCASA Board of Directors. Immediate supervisor: Board Chairperson.

Application Instructions

Please submit a cover letter (ensuring that it addresses skills, experience, and attributes listed above) and resume (including at least three (3) professional references) to Executive Director Transition Committee at:

- Email: director@ccasa.org with Executive Director in subject line (**preferred**)
- Fax: 303-839-0019, Attn: Executive Director Transition Committee
- Mail: CCASA, Attn: Executive Director Transition Committee, 1120 Lincoln Street, Suite 700, Denver, CO 80203
- No phone calls please.
- Please follow these instructions to ensure review of your application.
- Incomplete applications will not be considered.

Applications will be accepted until position is filled, with priority consideration if received by 5pm MST on Friday, September 26, 2014.

CCASA values diverse life experience and is an Equal Opportunity Employer. People of color and people who are bilingual/bicultural, Native/Indigenous, with disabilities, and/or identify as LGBTQI are strongly encouraged to apply.