



Position Description

Job Title:	Executive Director
Work Status:	Full Time/Exempt, schedule may vary to meet job demands, overnight travel required
Reports to:	Board of Directors

The Executive Director is responsible for the overall operations of the Colorado Coalition Against Sexual Assault (CCASA), including staff supervision, program oversight, grant management, fundraising, and fiscal management. The Executive Director is accountable to the Board of Directors, and reports to and receives direction from the Board Executive Committee. In accordance with established policies and procedures, the Executive Director is responsible for the daily operation of CCASA and for developing objectives and the specific programs necessary to achieve them. The Executive Director evaluates operations to determine their adequacy, and recommends changes as appropriate. The Executive Director is also responsible for collaborating with the Board of Directors to ensure the financial stability of the organization, creating and carrying out strategies to enhance the Coalition's image, cultivating opportunities for organizational development, and overseeing organizational strategic planning.

Essential Functions

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.
- Administer daily coalition affairs.
- Guide Board of Directors and Staff in meeting CCASA goals and objectives.
- Develop Annual Work Plans to implement Strategic Plan.
- Work with Board of Directors to review CCASA bylaws, policies, and procedures annually for compliance.

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 process for hiring of staff, following CCASA hiring procedures.
- Prepare job descriptions for approval by the Board of Directors.
- Manage performance and completion of job responsibilities of staff.
- Evaluate staff on an annual basis and at the end of probationary period.
- Assist staff in the development and implementation of annual work plans to meet program goals and execute CCASA's mission, values, and strategic plan.
- Monitor and implement personnel policies.
- Evaluate staff benefits and make proposals to Executive Committee for Board approval.
- Develop ongoing training and professional development plan for staff.
- Manage contracts with independent consultants in accordance with CCASA Financial Policies & Procedures Manual.

Financial Management:

- Work with the Board of Directors to develop, implement, and oversee annual budget.
- Manage daily fiscal responsibilities including working with the contract accounting and bookkeeping services provider to carry out all accounts payables and receivables procedures.
- Write and manage all grants, including ensuring compliance and financial reporting procedures are followed.
- Maintain central fiscal records and files for audit. Assist Finance Committee with coordination of annual audit.
- Monitor budget and financial reports and assess on a quarterly basis with Finance Committee.
- Coordinate monthly Finance Committee meetings with Board Treasurer.
- Submit monthly financial reports to the Finance Committee.

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.
- Maintain existing grants from the Colorado Department of Criminal Justice and the U.S. Office on Violence Against Women. This includes preparing grant project proposals, assuring required reporting is satisfied, preparing and submitting reports, and assisting project coordinators in objective compliance.
- Collect, disburse, and accurately account for all funds raised.
- Maintain contact with relevant organizations and government agencies and attend pertinent meetings regarding funding.
- Share grant, fundraising, and budget commitments and considerations with Staff and Board.

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.
- Coordinate all communications with Board of Directors, prepare and present necessary program and financial reports to the Board of Directors.
- Attend monthly Board meetings.
- Assist with coordination of Board and committee training and development.
- Act as liaison between Board and Staff.

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.
- Maintain current statistics and system for tracking CCASA activities and services.
- Create and distribute annual report.

Program Implementation:

- Provide training and consultation to member programs and other sexual assault victim service providers.
- Work 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, including participating on state level boards, committees, and task forces as necessary.
- Assist the Director of Advocacy & Policy with public policy advocacy and related initiatives.

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.
- Champion collaborative relationships with CCASA's state and national partners, key stakeholders, funders, donors, and other supporters.
- Serve as CCASA's lead spokesperson with the media.
- Oversee effective communications plan for CASA and its programs.

The Executive Director also performs other duties as assigned by the Board of Directors.

Required Skills & Experience:

- 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.
- Demonstrated understanding of, and commitment to, culturally-relevant, empowerment, and strength-based strategies within an anti-oppression and social justice framework.

- Ability to articulate how multiple forms of oppression (racism, classism, heterosexism, ableism, etc.) intersect with CCASA's work to end sexual violence.
- Commitment to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence.
- Substantial and demonstrated success in writing, securing, and managing complex grants.
- 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.

Preferred Skills & Experience:

- Knowledge of, and experience with, victim services issues in Colorado.
- Familiarity with Colorado funding agencies and state governing boards in the victim services field.
- Thorough understanding of state coalition structure, objectives, and funding process.
- Substantial and demonstrated success in writing, securing, and managing state and federal government grants.