

COLORADO CENTER ON LAW AND POLICY
Executive Director - Job Description and Qualifications

Position Overview

The Executive Director acts as the chief executive officer of the organization and is appointed by and is responsible and accountable to the Board of Directors. The Executive Director is responsible for the conduct of the affairs and operation of the organization as well as the performance, activities and services provided by the staff.

Duties and Responsibilities of the Executive Director to the Board of Directors

- Ensures that the mission and vision of the organization is carried out at all levels.
- Carries out the policies and decisions of the Board of Directors, and supports the activities of the Board. Assists the Board in carrying out its responsibilities including setting program priorities, committee work, short and long-term organizational planning, as well as fundraising activities and development.

Administrative Duties and Responsibilities

- Oversees all business operations and ensures that all legal requirements are met.
- Implements organizational priorities and policies relating to the administrative and substantive work of the organization and develops organizational structures and staffing consistent with those priorities and policies.
- Implements all aspects of the administrative components of the 2009 Strategic Plan including the organization's Inclusiveness Blueprint.
- Attracts, recruits, hires, supervises, manages, evaluates and disciplines personnel as necessary and appropriate, with support from the management team. Also oversees the development and/or implementation of orientation and training programs for staff and Board.
- Monitors and safeguards the financial resources of the organization. Oversees the development and implementation of the organization's budget, budget process, and other fiscal matters. Provides leadership in identifying and securing potential sources of public and private support and resources.
- Responsible for ensuring that the fundraising priorities are set and that agency fundraising goals are met. Coordinates and participates in all fundraising efforts including grant writing, increasing earned income, securing new and increased individual and corporate donations. Ensures proper stewardship of all funds.

Programmatic Duties and Responsibilities

- Oversees the management of the health care, self-sufficiency/welfare and fiscal policy projects.
- Develops and supports efforts to ensure state health care policies, programs and regulations facilitate access to quality and affordable health care.

- Works to resolve systemic issues related to access to public benefits and promotes the use of the self-sufficiency standard as the parameter for measuring positive outcomes for Colorado families.
- Focuses on state tax and budget policy is developed in a way that promotes equitable economic relief for lower income Coloradans. Provides support for initiatives focused on the efficacy of state tax and budget systems.
- Represents the agency in testimony before legislative and administrative agencies, and where necessary seeks judicial relief.
- Directs external communications, including any litigation undertaken or supported by the organization. Responsible for day-to-day supervision of all managers, the communications director, and the self-sufficiency project coordinator.
- Maintains constructive and open relationships with external groups, including but not limited to, Colorado Legal Services, community and advocacy organizations, as well as governmental bodies and agencies.
- Builds strong relationships and partnerships with the legal community, particularly with the pro-bono legal community, state, local and specialty bar associations and other justice-oriented legal advocacy organizations in order to increase awareness of the work done by the organization and to expand its capacity to engage in systemic advocacy.
- Build the organization's capacity to effectively utilize interns, fellows, law clerks, and other volunteers including volunteer lawyers, many of whom are recent retirees.

Qualifications – The ideal candidate will possess many of the following attributes.

- Minimum of five years experience in advocacy and work with non-profit organizations. Preference for attorney admitted to the practice of law before the courts of any state for a minimum of five years. If not licensed in Colorado, applicant is expected to obtain Colorado licensure within 18 months of the date of hire.
- Has excellent oral and written communications skills.
- Has competence and commitment to resolving the problems of lower income and marginalized populations, preferably in Colorado.
- Has leadership skills with strong fundraising and grant writing experience.
- Has skills, knowledge, and/or demonstrated ability in the areas of program planning, evaluation, staff development, resource allocation, fiscal management, legislative and administrative advocacy, delivery of legal services, and the ability to maintain good public relations.
- Understands political and power relationships and works effectively with administrative and legislative forums and in collaboration with various organizations. Has ability to collaborate with other non-profit and advocacy organization towards common goals.
- Has experience and past success in leading and managing professional policy and advocate staff.
- Embraces diversity and inclusiveness, and has a demonstrated understanding and commitment to issues impacting lower income populations, including racial, gender and economic discrimination.