

Salute Colorado

Executive Director Job Description

August 2021

Salute Colorado is seeking an experienced, driven, and passionate leader to join our organization as the Executive Director. This is a unique opportunity for someone self-motivated, creative, and entrepreneurial to help drive forward a growing non-profit. Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Salute Colorado's programs, expansion, and execution of its mission. This is a full-time position that offers medical and vacation benefits, plus flexibility in scheduling.

Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence that meets the needs of our target audience of high-performing veterans.
- Work with the Program Director to define program offerings and evaluate program delivery with key performance indicators - both qualitative and quantitative.
- Nurture a culture of camaraderie and support among staff, current/alumni mentors and associates and general supporters through events and networking opportunities to facilitate lasting bonds and relationships.
- Responsible for finance and administration, fundraising, marketing communications, outreach, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize volunteers, board members, event committees, current participants and alumni, partnering organizations, community resources, mentors, and donors.
- Support a strong Board of Directors; seek and build board involvement.
- Recruit, develop, and retain a high-performance team to achieve our mission via programs and fundraising events.
- Select and manage outside consultants to augment the team's efforts.
- Ensure effective systems to regularly evaluate program impact, so as to measure successes that can be effectively communicated to the board, donors, and other constituents.

Fundraising & Communications:

- Expand revenue-generating and fundraising activities to support existing program operations and potential expansion, including researching and submitting grant requests.
- Deepen and refine all aspects of communications – from web presence and social media to external relations
- Continually fortify a strong brand identity

Fiscal Management:

- Develop an annual operating budget in conjunction with the Board of Directors.
- Manage budget and day to day fiscal operation.
- Provide financial reports to the Board of Directors.

- Ensure the Program Administrator completes tax filings and associated annual reporting
- Oversee the development and maintenance of donor database for both monetary and non-monetary resources.

Qualifications

The ED will be thoroughly committed to Salute Colorado's mission. All candidates should have proven leadership experience.

Required Qualifications:

- Professional experience in social entrepreneurship, business, or non-profit management is highly desired.
- Advanced business degree preferred, or equivalent management experience effectively leading an outcomes-based organization and staff
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Possesses high level initiative, ability to multi-task, is passionate about asking questions and solution oriented.
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Ability to travel the Front Range for recruiting, programs, donor meetings, etc.
- Proven exemplary ability to work with a high level of independence, maintain confidentiality, prioritize assignments, and manage time effectively.
- Strong project management experience, with the ability to successfully engage in multiple initiatives simultaneously.
- Strong organizational, analytical, problem-solving, and decision-making skills.
- Demonstrated interpersonal skills to foster and maintain effective relationships with Board, staff, funders, volunteers, and participants.

Additional Knowledge, Skills, and Abilities that would be a bonus:

- Military leadership experience, or exposure to veterans through family/community would be of benefit.
- Knowledge of the Veteran Support non-profit space is a plus
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Experience soliciting private foundation support.

- Proficient in Microsoft Office suite and willing to learn Client Relationship Management (CRM) software.
- Familiarity with the Colorado philanthropic community