



Chief Executive Officer

Leadership Opportunity

Denver, Colorado

Visionary, collaborative, influential and dynamic is what best describes The Center on Colfax (The Center). An anchor community institution in Denver, Colorado, The Center delivers supportive programs to four generations of LGBTQ people, and is involved with advocacy and cultural programming to thousands of people on an annual basis. As The Center approaches another growth stage, the Board of Directors has been strategically aligning the organization to meet the changing needs of the community. After a successful five and a half year tenure by the previous CEO, the Board seeks a new and dynamic CEO who will guide the organization to flourish and succeed for years to come.

Historical/Program Overview

The Center provides a safe and affirming environment for more than 52,000 annual visitors who come to seek information, education, understanding or simply a greater sense of connection to their community. Founded in 1976, The Center is the third oldest community center in the U.S. operated by and for the LGBTQ community, and the largest within a 600 mile radius. In addition to being a focal point for community information, social activities and support, The Center has long played a pivotal role in initiatives to reduce harassment and discrimination. The Center's mission is: *To engage, empower, enrich, and advance the gay, lesbian, bisexual, transgender, and queer community of Colorado.*

The Opportunity

Reporting to the Board of Directors, the CEO provides the vision and leadership to take The Center to new and unprecedented heights. The Center seeks an enthusiastic leader who can capitalize on its assets and unfold the myriad of opportunities that exist. The Center has a strong Board that is dedicated and committed to help the new CEO succeed in their mission. This is an outstanding opportunity for an energetic individual who wants to unleash their leadership potential and leave a strong legacy.

The CEO's primary responsibilities include the following:

Leadership

The Center's CEO will be passionate about serving the LGBTQ community. This passion will resonate throughout the Board, staff, volunteers and donors, allowing the CEO to tap into the strengths and talents of many. The CEO will possess strong interpersonal skills interacting with diverse groups of people.

- Implement The Center's strategic plan in a manner that is focused and results-oriented.
- Serve as the spokesperson, representing The Center with a great deal of diplomacy.

- The CEO will continue to foster and cultivate relationships with other leaders of local and statewide organizations as well as develop new ones. The CEO will represent The Center in these coalitions as well as in others that contribute to its mission.
- Work with the communications and marketing team in developing campaigns that communicate The Center's vision, work, and community impact. Using good marketing acumen, the CEO ensures that The Center's image is presented with the utmost professionalism.

Management

The CEO will champion and value diversity, equity and inclusion to reflect the community served by The Center.

- Inspire and motivate a staff of 19 (full and part-time) as well as project consultants and key volunteers. Ensure strong internal communication and accountability.
- Cultivate a creative and productive work environment and hold staff accountable to specific work plan metrics.
- Oversee all aspects of daily activities, including human resources, program planning, finances, fund development and marketing to ensure progress toward strategic goals.
- Together with the VP of Finance & Facilities develop ways to creatively utilize the facility, improve its appearance and ensure that it continually has a fresh look.
- Work closely with the Board of Directors, keep board members informed on the status of the organization and aware of any issues requiring their attention.

Financial Stewardship

The CEO, working with the Board of Directors, has ultimate financial responsibility for The Center and ensures good financial practices.

- Develop annual budgets and maintain costs in accordance with revenue to insure sound fiscal practices.
- Review monthly financials in preparation for Board presentation.
- Participate in and review financial forecasting.
- Oversee the management of financial resources, ensuring The Center's fiscal stability and long-term viability.

Fund Development

The CEO creates a culture of philanthropy within the organization, including staff, Board and volunteers.

- Lead the staff and the Board in furthering a diversified fundraising program including corporate sponsorship, individual donors, grants, three significant special events, earned income, and planned giving.
- Cultivate new major donors and develop ongoing relationships with the current donor base.
- Oversee all aspects of the management and production of Denver Pride, the largest celebration of LGBTQ pride in the Rocky Mountain region. Denver Pride is a 2-day festival including a parade and a 5K race, and produces significant income for The Center.

Programming

The CEO understands and responds to changes in the LGBTQ community by guiding appropriate programming including Youth, Elders, Transgender, Legal/Training, Support Services, Cyber Center, Families, and Health.

- Lead the development and enhancement of programs that address needs in the LGBTQ community.
- Guide program development from the conceptual state to full implementation.
- Guide staff in leveraging resources and delivering programs that are stimulating, educational and contribute to development of the “whole person.” Manage, train and build capacity for the 500-strong volunteer program, including volunteers needed for Denver Pride.

The Ideal Candidate

The ideal candidate will be someone who is confident in their abilities and eager to further develop themselves. They will demonstrate their eagerness to assume a community leadership position and have experience working with people from diverse backgrounds. They will be creative, have a can-do attitude and be resourceful on how they tackle their work. They will have the ability to assess the current condition of the organization, analyze the information and bring it all together to create a vision that is vibrant. Strong administrative skills are essential.

Key Characteristics

- Projects personal presence and professionalism
- Exhibits enthusiasm, passion and ownership for the work and the organization
- High ethical standards and integrity
- Treats all individuals with respect and appreciation/respect for diversity
- Emotional maturity
- Demonstrates courage; takes appropriate risks
- Strong work ethic and commitment to high performance
- Adaptable and flexible; works constructively under pressure; responds resourcefully and positively to change and ambiguity
- Manages stress effectively and maintains personal life balance
- Has a strong personal vision; focuses on possibilities and opportunities, demonstrating persistence and resilience

Qualifications

- Master's degree in business, nonprofit management, public administration or related area (Equivalent experience will be considered)
- 5+ years of successful senior management experience, including supervision of professionals; high level management experience, such as CEO, ED, COO, is preferred
- Meaningful experience working with nonprofit organizations, boards and committees
- Experience in program management and development
- Demonstrated commitment to supporting nonprofits in the LGBTQ community
- Diversified fund development experience, including foundations, corporate sponsorships, donor relations, membership, special events, earned income, and grants
- Proven experience managing a substantial budget with full accountability for results
- Proven experience in community relations and public policy issues affecting the LGBTQ community
- Demonstrated commitment to inclusiveness and diversity in all aspects of management and operations
- Great interpersonal, public speaking and written skills
- Technologically savvy (Word, Excel, PowerPoint, Email/Internet, Donor CRM/Database)
- Experience with personnel issues including responsibility for hiring, terminating and coaching/mentoring senior staff

Compensation

The compensation is competitive in relation to the operating budget of the organization. The Trustees are open to explore and enter into a mutually beneficial compensation package for the ideal candidate. Benefits include medical, dental, vision, vacation, long/short-term care disability insurance, life insurance and other benefits outlined in the personnel handbook.

How to apply

Interested candidates should send a cover letter explaining their desire for the position, skills and talents they would bring to the position. Also attach a resume that illustrates your past experiences and skills. NO phone calls. Send cover letter and resume electronically by August 2, 2019 at 5:00 p.m. to: CEOSearch@lgbtqcolorado.org. All inquiries will be held in strict confidence.

For additional information, visit www.lgbtqcolorado.org