



Executive Director Job Description

The Executive Director is the key management leader of Kids Aid. The Executive Director is responsible for overseeing the administration, program and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach.

The position is $\frac{3}{4}$ time and reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with board in order to fulfill the organization mission and vision.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
- 3) Organization Mission and Strategy: Works with board to ensure that the mission is fulfilled through programs, strategic planning, fundraising and community outreach.
- 4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Professional Qualifications:

- Transparent and high integrity leadership.
- Passion, idealism, positive attitude, and mission-driven.
- Nonprofit management experience.
- Self-directed.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of Kids Aid's strategic future to board, volunteers and donors.
- Strong knowledge of fundraising strategies and donor relations.
- Experience in marketing and communication strategies.
- Excellent written and oral communication skills.
- Ability to interface, connect and engage diverse volunteer and donor groups.
- Strong public speaking ability.
- Ability to lift 50+ pounds.
- Must have a vehicle, valid driver's license and current automobile insurance.



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Actual Job Responsibilities:

- Planning and operation of annual budget.
- Oversight and development of program operations.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operations.
- Serving as Kids Aid's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Kids Aid's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Supervise and collaborate with organization's volunteers.
- Strategic planning and implementation.
- Other duties as assigned by the Board of Directors.

EOE

Salary commensurate with experience. Benefits package included.
Email letter of interest and resumes to: mike@kidsaidcolorado.org