



JOB TITLE: **Chief Executive Officer**
REPORTS TO: **Board of Directors**
SUPERVISES: **Full Staff**

Organization Background

Community Shares of Colorado (CSC) is a community giving fund serving all of Colorado and based in Denver. Our mission is to connect Coloradans to the charities and causes they care about most. Community Shares enacts this mission through corporate social responsibility (CSR) programs across the state to engage employees in workplace giving, volunteering, and community impact. We value equity, social impact, and the democratization of philanthropy. To learn more about CSC, visit www.cshares.org.

Position Summary

The Chief Executive Officer (CEO) leads the organization's purpose to democratize philanthropy, create accessible ways for givers at all levels, and build a more just and equitable Colorado. The CEO elevates CSC's role as a community giving fund which generates revenue and awareness for member nonprofits while advocating for social justice, equity and inclusion in corporate social responsibility programs and community partnerships. The CEO oversees all CSC programs, personnel (staff and volunteers), and financial matters. The CEO works with the Board of Directors, staff, and committees to achieve the goals and objectives of the organization; implements the strategic plan and ensures staff and committees are aligned with this plan; develops and implements an annual operating plan and budget consistent with the strategic plan; and represents CSC in the community. The CEO balances the needs of three primary constituencies: member nonprofits, workplace partners, and individual givers. The CEO's essential duties and responsibilities fall into eight key areas:

- 1) **Leadership:** Embodies personal and professional commitment to the organization's vision to create a more just Colorado. Establishes and articulates a clear vision; displays innovative thought and adaptability while initiating effort to improve the status quo; oversees all the work of staff and volunteers; involves the board, staff and committees meaningfully in the organization's work while retaining accountability; greets challenges and opportunities with creativity; envisions a bolder and better organizational future while supporting staff in managing the change required to attain that future.
- 2) **Creatively Driving Programmatic Growth and Development:** Ensures that CSC has a long-range program strategy to build and evolve programs in three areas: Corporate Social Responsibility Services, Building Community, and Nonprofit Capacity Building; is making consistent progress toward its implementation; evaluates CSC's effectiveness in meeting goals and objectives, making improvements as needed; structures work to increase program effectiveness, enhance productivity, maximize resources and avoid crises.
- 3) **Revenue Strategy and Generation:** Drives development and fundraising in collaboration with the Development Director, leveraging the Board as needed; develops fundraising strategy and plan to meet or exceed revenue goals, and partners with Directors on the plan's delivery; leads revenue model strategy diversification; builds and maintains positive relations with all revenue generating constituencies – funders and individual donors; in partnership with Directors, comfortable making direct asks for partnerships, investments, contributions and other engagements that drive revenue for the organization and member charities.
- 4) **People Leadership and Development:** Acts as a culture builder of an organization focused on continuous learning, curiosity, adaptation and societal change; creates a climate that attracts and motivates high-performing, healthy and resilient staff, volunteers and partnerships; practices and models effective delegation and accountability; invites volunteerism as a key strategy driving organizational success;

encourages staff and volunteer professional development and education; fosters team cohesiveness and pride.

- 5) **Financial Oversight & Legal Compliance:** Plans, actively manages, and oversees the organization's operations, programs, fundraising, and operations while ensuring the organization's financial sustainability; with Director of Operations & Information Systems and bookkeeper, oversees and approves monthly operations accounting and distribution of funds to 1000+ member and donor choice nonprofits; oversees and reports on the organization's results for Board of Directors; demonstrates competence in reading, creating, and understanding financial documents including budgets, cash flow, income statements, balance statements, and statements of functional expenses; assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- 6) **Advocacy for CSC Mission:** Serves as chief spokesperson for and representative of CSC and our organization's collective commitment to justice, equity, diversity and inclusion; presents and sells CSC's mission and program in a strong, positive image and as a relevant solution supporting various stakeholder needs; builds and maintains strong relations with all constituencies; represents CSC routinely and professionally at local, state and national events through speaking, serving on committees, and presenting information sessions.
- 7) **Board of Directors Relations:** Provides adequate and timely information and analysis to the board; engages board members effectively in CSC's work; works in partnership with the board to fulfill CSC's mission and to serve the common needs of CSC's members; prioritizes board diversity and recruits directors with essential skill sets; also continues to educate the board on governance, programmatic, finance, and fundraising issues.
- 8) **Future Focus:** In partnership with the board, staff, volunteers, and partners, and with a focus on CSC's core vision and mission, leads organizational innovation and adaptation of key strategies, programs and systems of CSC to maintain and grow its position as the go-to resource for Colorado corporate social responsibility programs committed to justice, equity, diversity and inclusion.

Preferred Qualifications

The right candidate will have professional leadership experience with one or more of the following: corporate social responsibility; social justice, equity, diversity and inclusion; and/or with a community giving fund. Five years' experience leading fund/resource development is preferred. Demonstrated proficiency and skill in organizational development, fundraising, financial management, long-range planning and goal setting, human resource management and development (both staff and volunteers), problem-solving, innovative program design and delivery, decision-making and communications. Prior experience honing and selling an organizational vision to various stakeholders. Ability to balance multiple tasks, work effectively with diverse individuals and groups, and create a vision that provides leadership and direction for the organization. Excellent communication skills, both written and oral, and interpersonal relations skills are a must. The CEO must also be proficient with philanthropy-focused technology. **Community Shares of Colorado supports a diverse family of member nonprofits; all staff members must be willing to positively and enthusiastically represent and fundraise on behalf of all member nonprofits.**

Community Shares of Colorado is an Equal Opportunity Employer. *Candidates who are minority-BIPOC, female, LGBTQ+, Veteran, and/or persons with disabilities are strongly encouraged to apply.* Individuals with a disability who need an accommodation to apply please contact ceosearch@cshares.org.

Compensation and Amenities

Starting salary range is \$80,000 to \$90,000 with potential for performance-based bonus. The actual offer will vary depending on the candidate's skills and competencies. CSC's current benefits package includes 100% employer paid health insurance, dental, and vision; 403(b) retirement plan with employer match up to 3% of salary fully vested in year three of service; pre-tax Health Expense FSA; generous paid vacation, sick, and holiday leave; employee giving campaign and paid volunteer time-off; discretionary performance-based bonus; parking; and dedicated professional development budget.

CSC is a founding member of the Colorado Collaborative for Nonprofits and is located in a shared workspace at 789 Sherman Street, Denver. Due to the COVID-19 pandemic, staff are primarily working remotely at this time.

To apply: Potential candidates must respond with a resume and a customized cover letter (including salary expectations) for this position to ceosearch@cshares.org. Applications will be reviewed as they arrive with a final deadline of Sunday, November 28. The position will remain open until filled. This search is being managed by a board volunteer committee and the best way to reach the organization is via email at ceosearch@cshares.org. Lastly, know that CSC is a learning organization deeply dedicated to social justice, equity, diversity, and inclusion. If you meet some, but not all of the qualifications, yet bring strength in crucial areas, you may be a perfect candidate!