



## CEO Job Announcement

Position Title: Chief Executive Officer

Reports to: Board of Directors

Hiring Range: \$110,000-150,000

Position Status: Full Time

**Welcome Statement:** Spark is committed to diversity, equity, inclusion, access and belonging. We believe a diverse staff contributes to the creativity and strength of our organization and our communities and enables us to realize our vision of *a world with **stronger, more resilient, equitable, and connected** communities through the power of volunteerism, service, and engagement.* Spark seeks to create an inclusive, equitable and welcoming work environment for all individuals. Given the nature of structural inequality and how it presents in the workforce, we would like to specifically encourage applicants from traditionally marginalized groups to apply to this position even if you do not meet all the desired qualifications. If this position aligns with your interests and career trajectory, and you meet most of the qualifications, we would love to see your application! Reasonable accommodations will also be made as requested.

**About Spark the Change Colorado:** At **Spark the Change Colorado**, we are a trusted resource, strategist, innovator, idea generator, listener, and connector. We believe in the power of bringing people together to become changemakers, not out of duty, but out of a shared passion to unite under a mutual concern for each other, honoring our collective humanity. We **Spark Possibilities.**

When individuals, companies and community groups come together, transformative change is sparked where it is needed most. We spark bold conversations about what is most urgent in our communities. We spark a sharing of passions and pride in good work done for others and, along the way, we spark new friendships, joy and a renewed sense of hope and community for the future. **We Spark Belonging.**

## OUR MISSION

We **SPARK CHANGE** and **INSPIRE A MOVEMENT OF GOOD** through the power of **volunteerism, service,** and **civic engagement.**

## OUR VISION

A world with **stronger, more resilient, equitable,** and **connected** communities through the power of volunteerism.

## OUR VALUES

**Community:** We believe community is at the heart of our work. Our work is centered in the reinforcement and empowerment of our collective humanity to drive social change, support our most vulnerable residents, and create an inclusive, equitable and aware community.

**Collaboration:** We understand that the complexity of our work underscores the value to collaborate with community initiatives; nonprofit, private and government sectors; and funding and volunteer resources to advance measurable change through volunteerism. Volunteerism, at its core, values connections.

**Courage:** We are not timid. Creating change requires the creativity and boldness to explore, champion and even fail trying, new ideas and partnerships to build a world not yet recognized.

**Position Summary:** The Chief Executive Officer (CEO) leads the organization's purpose to ignite a new definition of service and *what it takes* to create a Colorado where service to others is just who we are. The CEO oversees the development and implementation of a strategic plan in partnership with the Board of Directors and creates for approval the annual plan of work and budget with staff leadership. Currently, the annual budget ranges between \$2,500,000 and 3,500,000. The CEO leads a staff of 26 full and part-time members and almost 800 volunteers. [The twenty-eight-year-old organization is experiencing growth due to the expansion of the mission and the geographical territory. The organization has a diverse funding portfolio including federal and state grants, foundation grants, individual giving, and earned income from services.](#) The CEO oversees the growth and execution of all Spark programs, including Empowering Aging (Senior Companion and RSVP), Mental Wellness, Community Engagement, Disaster Response and Corporate Social Responsibility. The CEO's primary duties and responsibilities include:

- 1. Leadership:** Represents and articulates the vision, mission, and values of the organization; displays innovative thought and an entrepreneurial approach to ensuring all individuals, groups, communities and companies belong as service partners; ensures Spark is recognized and included in community conversations related to building a stronger, more resilient, connected and equitable Colorado. Seeks leadership positions on community boards and commissions to support partnerships that further Spark's mission.
- 2. Programmatic Growth and Development:** Through Spark's Strategic Plan, drives the organization's goal to become Spark the Change *Colorado* with realistic and sustainable development, expansion, or replication of programming. Support and develop leadership staff to achieve and evaluate programmatic objectives. Aligns programming with AmeriCorps, Points of Light, Colorado Department of Homeland Security and Emergency Management when in the service of Spark's mission, vision and values and organizational goals.
- 3. Revenue Strategy and Generation:** Drives development and fundraising in collaboration with the grants manager and leadership staff; develops fundraising strategy and plans to meet or exceed revenue goals to include national service federal grants; leads revenue model adjustments over time in response to funding availability associated with developing community volunteerism and service needs; builds and maintains positive relations with all revenue generating constituencies –federal and state funders, foundations 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, creating a culture of community engagement.

**5. Financial Oversight and Legal Compliance:** Plans, actively manages, and oversees the organization's operations, programs, fundraising, and operations while ensuring the organization's financial sustainability; oversees and reports on the organization's results with the Finance Committee to the 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 Spark the Change Mission:** Serves as chief changemaker and spokesperson for and representative of Spark the Change Colorado and the organization's collective commitment to volunteerism as a civic force; presents and sells the mission and program in a strong, positive image and volunteerism as a relevant solution supporting various stakeholder needs; builds and maintains strong relations with all constituencies; represents Spark the Change routinely and professionally at local, state and national events through speaking, serving on committees, and presenting information sessions.

**7. Board of Directors Relations:** Partners with the Board of Directors to live and execute the mission, vision, and values. Provides adequate and timely information and analysis to the board; engages board members effectively in Spark's work; prioritizes board diversity and recruits directors with essential skill sets; also continues to educate the board on governance, programmatic, finance, and fundraising issues.

**Knowledge, Skills & Abilities:**

The right candidate will have professional leadership experience with one or more of the following: volunteerism as a field of expertise; community engagement to include equity, diversity, inclusion and belonging; national community service, disaster response, corporate social responsibility, and/or organizational growth strategies

Five years' experience leading fund/resource development is preferred.

Ten years 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.

Excellent communication skills, both written and oral, and interpersonal relations skills.

**Compensation and Amenities:** Starting salary range is \$110,000 - \$150,000. Spark's current benefits package includes 75% employer paid health insurance and dental; 403(b) retirement plan, pre-tax

Health Expense FSA; generous paid vacation, sick, and holiday leave; volunteer time-off; parking; and dedicated professional development budget. Spark is a founding member of the Colorado Collaborative for Nonprofits and is in a shared workspace at 789 N. 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 [ApplyCEO@SparktheChangeColorado.org](mailto:ApplyCEO@SparktheChangeColorado.org). Applications will be reviewed as they arrive, and the position will remain open until filled. A board volunteer committee is managing this search; candidates may reach out to the Search Committee via email at [ApplyCEO@SparktheChangeColorado.org](mailto:ApplyCEO@SparktheChangeColorado.org). Lastly, know that Spark the Change is a learning organization deeply dedicated to social justice, equity, diversity, and inclusion. If you meet some, but not all the qualifications, yet bring strength in crucial areas, you may be a perfect candidate!

**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. For more information about Spark the Change, Click here

<https://www.sparkthechangecolorado.org/>