



## **Family Promise of Greater Denver | Executive Director, Full Time**

The mission of Family Promise of Greater Denver (FPGD) is to form relationships with families at risk of or experiencing homelessness by providing shelter, meals, and a spectrum of supportive services as they obtain permanent stability. To learn more about the organization please visit our website at: [www.fpgd.org](http://www.fpgd.org)

### **Position Overview:**

The Executive Director (ED) will strategically build the resources and shape the programs needed to optimize services for families at risk of or experiencing homelessness. This visionary leader will oversee all financial, fund development, and operational aspects of the organization including managing a team of approximately 15 people. The position reports to the Board of Directors. The ED is responsible for raising the profile of and funding for the organization and building strong partnerships with government entities, agencies serving similar populations, and diverse communities of faith.

### **Essential Duties:**

#### **Strategic Planning:**

- Ensure that the organizational mission and vision are leading the direction of FPGD and work with the Board to update as needed
- Build upon the existing strategic plan that will include short and long-term goals and the tactical actions to achieve those goals
- Define and communicate to the Board and other stakeholders as appropriate rationales for strategic and tactical decisions.

#### **Fundraising:**

- Build relationships with major donors and prospects and secure major gifts
- Manage high level relationships and lead development strategy for Director of Development to secure funding from a variety of sources alongside the Director of Development (Government, Congregations, Foundations, Individuals, Special Events, and Corporations)
- Oversee fundraising events to ensure success
- Identify new sources of funding, i.e. government programs and grant opportunities
- Oversee strategy for Salesforce CRM

#### **Team Management:**

- Recruit, hire, supervise, evaluate, inspire and retain direct reports
- Ability to embrace, recognize and celebrate a diverse staff and community
- Ensure the opportunity for all voices and perspectives to be heard and honored
- Track staff development and document issues, as necessary
- Create an employer-of-choice culture

#### **Board Relations:**

- Provide monthly organizational reports to the Board
- Attend and actively participate in monthly Board meetings as the staff liaison
- Communicate with the Board President and other members, as needed



- Lead Board member recruitment and development with support from the governance committee
- Attend all committee meetings

#### **Program Management**

- Collaborate with the Director of Programs to oversee the development, implementation, and strategic evaluation of agency programs and services
- Communicate and collaborate on services with other community agencies and organizations
- Oversee evaluation and enhancement of programs

#### **Fiscal Management:**

- Oversee record-keeping procedures, controls, and oversight of budget expenditures via bank accounts and QuickBooks
- Act as main point of contact for CPA firm and ensure appropriate tax documents are filed in a timely manner
- Oversee completion of annual audit of financial statements in a timely and accurate manner
- Oversee payroll process, providing approvals as needed and ensuring timely and appropriate administration of employee benefits (e.g., health insurance, retirement plan) and compliance with all applicable state and federal employment laws
- Oversee and submit time-sensitive grant applications and reports that provide consistent agency funding

#### **Community and Public Relations:**

- Represent the agency as its spokesperson in a professional manner with leaders in the non-profit community, faith communities, community agencies, coalitions, media outlets, individuals, and the community-at-large
- Maintain a collaborative relationship with Family Promise National Office and regional consultant, seeking and utilizing resources and best practices
- Actively promote an effective, high-visibility, and positive public image of the agency and its mission in partnership with Development Team

#### **Facility Operations and Management:**

- Oversee the use and care of all facilities
- Ensure appropriate maintenance, security, and improvement of the facilities
- Review and solicit insurance policies covering both property and liability of the organization

#### **Qualifications and Skills:**

- Minimum of 5 years of senior management experience within a nonprofit organization(s); executive management experience with demonstrated successes (fundraising and program) preferred
- Minimum of 3-5 years of experience with large-scale organizational and program fundraising with proven success in acquisition and retention of annual, major, and corporate donors; ongoing donor relations management experience needed
- A strategic approach to decision making, organizational growth, and program development
- Understanding of the challenges faced by families and individuals experiencing homelessness



- Exceptional communication skills, both written, and oral, with an emphasis on keen listening and concise and clear expression
- Exceptional emotional intelligence that supports strong relationship building and management skills internally and externally
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives

**What you can expect from us:**

- Rewarding mission serving families with children, giving them hope and a better future
- The ED is a community leader, changing the landscape of homelessness
- Opportunity to work with generous-hearted community volunteers
- Fast-paced, challenging work environment
- Collaborative team environment where everyone has a voice
- Excellent benefits package
- Work Week – Monday through Friday with occasional evening and weekend commitments
- Travel around the greater Denver area, 10% of time
- Salary range of \$90,000 to \$110,000 annually, with opportunity for salary increase after reaching performance goals

**Application Process:**

Submit the following information to apply

- Resume
- Cover Letter
- Salary requirement