



Job Title: Executive Director

Status: Full-time Exempt

Reports to: Board of Directors

The Blue Bench, metro Denver's only comprehensive sexual assault prevention and support center, is seeking an Executive Director.

The Executive Director is the key management leader of The Blue Bench. They're responsible for overseeing the administration and internal leadership, program management, fundraising, community outreach and overall strategy for the organization. The right candidate will have an in-depth understanding of sexual violence prevention and support services for survivors, as well as extensive non-profit industry experience. The position reports directly to the Board of Directors. The right person will also have an understanding of anti-oppression and anti-racism frameworks and how these frameworks can connect to the organization's mission.

First and foremost, we are looking for:

A Visionary Leader - someone who is able to lead staff by conveying and promoting an overarching vision for the organization.

A Fundraiser - someone with fundraising expertise, who is comfortable talking with all levels of donors about the vision and mission of The Blue Bench and the issue of sexual assault.

A Relationship Builder - someone who is skilled at making connections and building relationships within the community, including foundations and corporate leaders.

A Skilled Facilitator and Communicator - someone who can not only communicate effectively the mission and vision of the organization, but can also manage staff communications in a way that is open, transparent and collaborative.

Responsibilities:

- Leadership & Community:** Oversee a team of 25+ individuals.
 - Responsible for the hiring and retention of diverse, competent, qualified staff.
 - Responsible for coaching and culture building, including having an understanding of anti-oppression and anti-racism frameworks and analyzing constructive ways to implement elements that support and are connected to the organization's mission.
 - Serving as The Blue Bench's primary spokesperson to the organization's constituents, the media and the general public.
 - Establish and maintain relationships with various organizations throughout the Metro Denver area and utilize those relationships to strategically enhance The Blue Bench's mission.

Ending sexual assault through prevention & care

www.thebluebench.org | P.O. Box 18951, Denver, CO 80218 | 303.329.9922 | info@thebluebench.org

Sexual Assault Hotline: 303.322.7273 | Línea de Sobre la Violencia Sexual: 303.329.0031

2. Financial Performance and Fundraising: Develop resources sufficient to ensure the financial health of the organization while overseeing all fundraising efforts.

- Responsible for the fiscal integrity of The Blue Bench, including submitting an annual budget for approval by the Board of Directors and ensuring that goals are met.
- Work in collaboration with the staff leadership team to cultivate relationships and solicit major gifts from individuals, corporations and foundations.
- Responsible for ensuring that the annual budget is funded through appropriate sources and that the strategy is adjusted if necessary. Responsible for the development team and directly participating in their fundraising efforts, as needed.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3. Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Work with The Blue Bench's Leadership Team to develop and implement strategies in support of our vision, mission, goals and values.
- Oversee implementation of The Blue Bench's programs that carry out the organization's mission.
- Lead strategic planning to ensure that The Blue Bench can successfully fulfill its mission into the future.
- Responsible for the enhancement of The Blue Bench's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Qualifications:

- At least 10 years of people management experience, preferred to have at least 5 years as an executive director in a nonprofit or an executive level position in a for-profit or foundation
- Demonstrated commitment to diversity, equity and inclusion and building a diverse staff
- Strong, proven fundraising background
- Passion for the organization's mission and strong depth of knowledge around the topic of sexual violence
- Experience as a nonprofit leader and knowledge of the nonprofit environment in Denver/Colorado
- Experience managing a complex budget that draws from multiple revenue sources
- Problem solving skills/knowledge in crisis management
- Strong verbal and written communications skills
- Understanding of the nuances around working with the criminal justice system
- Understanding of anti-oppression and anti-racism frameworks; understanding of how sexual violence impacts marginalized communities
- Knowledge of obtaining and maintaining grant funding
- Preference for a servant leadership perspective

Please send applications (cover letter, resume and any other supporting materials) to jobs@thebluebench.org.