



**Job Title:** Interim or Co-Interim Executive Director

**Job Status:** Full-time, exempt, temporary

**Reports to:** Chair, Board of Directors

**Employment Period:** October 2024 – March 2025 (potential to be extended)

### **About The Blue Bench:**

The Blue Bench is a community of survivors, allies, and advocates working to prevent sexual violence and build a safe and supportive metro Denver. We work collaboratively to provide accessible, survivor-centered support services and empowering education. We envision a world where every person can live without fear of sexual violence, and where a network of healing support is accessible for those who have experienced it. The Blue Bench has served our community for nearly 42 years, impacting more than 450,000 individuals through advocacy, case management, therapy, and education.

### **Job Summary:**

The Blue Bench is seeking an interim Executive Director (IED) to support the organization through a period of transition. The IED will provide strategic leadership and operational oversight to ensure continued success and stability. This role requires a dynamic leader with experience in nonprofit management, fundraising, and community engagement, who can effectively guide the organization through change and maintain its mission-driven focus.

The ideal candidate is an accomplished people manager, as this role will directly supervise a leadership team of 8. The IED will facilitate organizational decision making among the leadership team, guiding them to consensus, and including the board executive committee when appropriate. They also have experience with implementing strategic planning goals, addressing workers' rights including unionization, and overseeing large organizational projects such as building/office relocation.

This position may co-direct alongside the outgoing executive director or a co-interim executive director, depending on several factors to be determined by the board of directors.

### **Key Responsibilities:**

#### *Leadership and Management:*

- Provide operational leadership to staff, volunteers, and stakeholders to uphold the organization's mission, vision, and values.
- Oversee the day-to-day operations, ensuring efficient and effective implementation of programs and services.



- Foster a positive and collaborative work environment, encouraging professional growth and development among staff.
- Directly supervise the director of finance, grants manager, executive assistant, co-directors of client services (4), and director of community education.

*Board Relations:*

- Work closely with the Board of Directors to implement strategic goals and objectives.
- Serve as a liaison between the Board and staff, ensuring clear communication and alignment on organizational priorities.
- Support the Board in its governance role, providing timely and accurate information for decision-making.

*Financial Management:*

- Partner with the director of finance to oversee the organization's financial health, including budgeting, forecasting, and financial reporting.
- Ensure the ongoing implementation and practice of sound financial and internal controls.
- Support the grants manager and grants/contracts team with grant applications and reporting.

*Fundraising and Development:*

- Serve as a thought-partner to the director of philanthropy. Support the on-going development and execution of comprehensive fundraising strategies to support the organization's programs and services.
- Cultivate and maintain relationships with major donors, funders, and community partners.
- Advise and support the philanthropy team in communications, marketing strategies, and brand collateral.

*Program Oversight:*

- Provide leadership and support to the co-directors of client services and director of community education.
- Ensure the delivery of high-quality programs and services that meet the needs of the community.
- Monitor and evaluate program effectiveness, making adjustments as needed to achieve desired outcomes in partnership with the co-directors.
- Foster innovation and continuous improvement in program delivery.

*Community Engagement and Advocacy:*

- Represent the organization in the community, building strong relationships with stakeholders, partners, and the public.
- Advocate for the organization's mission and programs, raising awareness and support for its work.
- Participate in relevant coalitions, networks, and events to advance the organization's goals.



### **Qualifications:**

- At least 5 years in a senior leadership role within a nonprofit organization, preferably in the social services sector, with direct responsibility for the operational success of the organization. Previous nonprofit executive director or CEO experience preferred.
- Strong financial acumen and experience managing organizational budgets.
- Excellent interpersonal, communication, and organizational skills.
- Ability to build and maintain relationships with diverse stakeholders.
- Strategic thinker with the ability to navigate complex challenges and drive organizational growth.
- Commitment to the mission and values of the organization.
- Understands and values equity as an organizational operating principle and is committed to continued learning on issues related to justice, diversity, equity, and inclusion
- Professional and/or lived experience with cultural influences on behavior in multicultural communities. Must be open to working with diverse populations
- Strong understanding of the issues surrounding sexual assault and willingness to discuss these issues in public settings.

### **Compensation**

This is a full-time, salaried, exempt position with an annual salary of \$85,000 - 105,000. Salary may be adjusted based on several factors that includes a co-interim role, average hours worked per week, and professional experience.

The Blue Bench is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous people, and LGBTQ+ candidates are strongly encouraged to apply.

### **Benefits**

The Blue Bench offers a comprehensive benefit package to employees who work 30 or more hours per week, including \$300 employer contribution towards fully-funded medical plans, paid base dental, paid life insurance and long-term disability, as well as vision, short-term, and supplemental coverage options. We also offer generous paid vacation and sick/wellness time, and paid holiday leave that includes a week off in July and the end of the year.

### **How to Apply:**

Interested candidates should submit a resume, cover letter, and references to [jobs@thebluebench.org](mailto:jobs@thebluebench.org) and in the subject line include "Interim ED."