



EXECUTIVE DIRECTOR
– Job Description –

REPORTS TO: Board of Directors
FLSA STATUS: Exempt

The Civic Center Conservancy's Executive Director, along with the Board of Directors, is responsible for the organization's fundraising, programming, and outreach efforts, as well as the overall vision of the organization. The Executive Director thinks and plans strategically and inspires community members to become more engaged in the work of the Conservancy. In partnership with the City & County of Denver, the Executive Director plays a leadership role in the development of enhanced facilities and resources in Civic Center Park. The Executive Director implements and develops policies and plans, and organizes, coordinates, and manages the programs and activities of the Conservancy. The Executive Director manages a current annual budget of \$1,000,000 and supervises a small staff.

The responsibilities of the Executive Director include the following:

Strategic & Operational Leadership

- Partner with the Board of Directors to ensure that the organization has a long-range strategy and that it achieves annual goals that align with that boarder vision.
- Work closely with the Board of Directors to define policy and direction for the organization.
- Lead and manage activities to implement strategic plans, goals and operating priorities; measure and report goal achievement; evaluate results and revise strategies as necessary.
- Direct the Conservancy's role in the development of large infrastructure projects in conjunction with the City & County of Denver and other external partners.
- Ensure that the Conservancy's operations are consistent with its governing documents, are conducted in an ethical manner, and are true to its mission.
- Ensure that resources are well-managed to effectively support current operations and strategic plans.
- Nurture and leverage relationships with partner organizations to maximize financial, preservation, and programming opportunities for the Conservancy.

Revenue Generation

- Establish clear fundraising strategies, annual goals, and detailed revenue development plans.
- Participate actively in implementing fundraising strategy and tactics and support the increased involvement of board members in active fundraising.
- Engage personally with donors; cultivate strong relationships with foundations, major donors, government agencies, and corporations.
- Develop special events, including fundraisers and donor recognition opportunities.
- Lead efforts to launch and complete a significant capital campaign to match funds allocated through recent bond initiatives to restore McNichols building and add infrastructure improvements to Civic Center Park.
- Participate actively in capital campaigns, cultivating donors, and closing gifts.
- Provide strategic and operational leadership for earned income generation and growth including membership programs.



Outreach/ Public Speaking

- Develop and manage relationships with community partners (government agencies, nonprofit organizations, elected officials, downtown Denver leaders, corporate partners).
- Develop marketing plans and find opportunities to bring greater recognition to the Conservancy and its programs.
- Represent the Conservancy with donors and the public at pertinent community and private events.
- Represent the Conservancy with policy-makers and participate as needed in advocacy efforts.

Program Management

- Support Conservancy staff in successful development, enhancement, and implementation of the Conservancy's programs within the park.
- Monitor regular evaluation of programs and oversee changes to content as needed.
- Maintain strong understanding of current trends in serving citizen populations effectively.

Board Governance

- Develop and implement strategies to ensure that the Conservancy attracts, motivates and retains members of its board of directors who effectively fulfill their governance responsibilities and are committed to achieve the Conservancy's mission.
- Understand and support the role of the board; ensure on-going development of the board to improve the effectiveness of members continuously.
- Provide strong staff support and regular operational and financial data to the board.
- Use the time and talents of board members effectively to advance the mission of the organization.
- Support the board members in developing their fundraising capabilities.

Team Development/Management

- Oversee the recruitment, employment, and release of personnel.
- Ensure that sound human resource and management practices and policies are in place, including regular performance evaluation and staff development and training.
- Develop an effective management team with appropriate provision for succession.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

Budget, Finance, and General Administration

- Manage the staff and office on a day-to-day basis in a professional manner.
- Take direct responsibility for developing and maintaining sound financial practices.
- Develop and manage annual revenue and expense budgets.
- Achieve budget objectives consistently.
- Establish effective internal controls to ensure accurate financial reporting and monitoring.
- Manage organizational risks effectively, minimizing legal and financial liabilities.
- Work closely with the board to ensure best practices in financial management and to conduct the organization's annual audit.
- Oversee all facility management commitments and activities.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

OTHER DUTIES AS REQUESTED BY THE BOARD AND REQUIRED FOR EFFECTIVE ORGANIZATION OPERATIONS.



This is a full-time, salaried position requiring no less than 40 hours per week. Work takes place both in an indoor office environment and an outdoor park setting. Occasional weekend, early morning and evening work may be required. Work requires some physical exertion such as walking, standing, lifting, carrying or similar activities.

The Civic Center Conservancy is an Equal Opportunity Employer.