

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Organization: Capitol Hill United Neighborhoods Inc.

Organization Type: Nonprofit/501c3

Location: Central Denver/Greater Capitol Hill Community

Job Type: Independent Contractor or Part-time, hourly.

Compensation: Up to \$2,000-\$2,500/per month

Benefits: Flexible schedule

About the Organization: Capitol Hill United Neighborhoods (CHUN) has provided residents with a powerful voice since 1969. As one of Denver's largest and oldest nonprofit registered neighborhood organizations (RNO), we promote a sense of neighborliness and work to improve the quality of life in Denver's greater Capitol Hill community. Capitol Hill United Neighborhood is bordered by 1st Ave. (South), 22nd Ave. (North), Broadway (West), and Colorado Blvd. (East). CHUN's mission is threefold—preserving the past, improving the present, and planning for the future of Denver's greater Capitol Hill community through historic preservation, supporting affordable housing and addressing homelessness, promoting smart land use and zoning, advancing public safety, and encouraging neighborhood enhancements through volunteerism, investment, and community engagement.

Position Summary

CHUN is accepting applications for an Executive Director who is passionate about Denver and eager to shape the future of greater Capitol Hill and Denver. The Executive Director will propose, prepare, and present to the Board of Directors specific programs, activities, and actions that will further CHUN's mission and vision. The incumbent is the chief executive officer of CHUN and oversees the day-to-day affairs of the organization. This position reports to the Board of Directors, with day-to-day reporting to the President of the Board of Directors.

Primary Responsibilities:

Administrative

- Work with board leadership, especially the executive committee, to prepare for all CHUN meetings, including assemblies, committee meetings, monthly board meetings, etc.
- Manage activities of part-time administrative staff person.
- Provide administrative support [with the part-time staffer] for the President and the Board.
- Support CHUN committees and their successful deliverables.
- Develop and maintain working relationships with accounting and legal teams to ensure ongoing compliance with local, state, and federal regulations.
- Maintain records, files, and emails, as well as database and CRM to ensure accuracy of data.
- Provide the president a weekly update on executive director activities, progress, and deliverables.

External Outreach

- Interface regularly with elected officials and staff, key government employees, public affairs team, and others relevant to CHUN's work.

- Establish and maintain relationships with various organizations throughout the CHUN's geographic boundaries; leverage relationships to enhance the organization's strategic positioning.
- Act as CHUN's spokesperson when appropriate; devise creative ways to advance the public profile of CHUN.
- Attend events and meetings, as needed, at the local level and relevant to CHUN.

Fundraising

- Author all membership and fundraising correspondence and acknowledgement letters.
- Build relationships with donors to support CHUN operations and programming.
- Author grants and other funding proposals for the benefit of the organization.
- Support planning, promotion, and execution of fundraising events including 1-2 signature events each year in conjunction with the VP of Development.
- Actively build CHUN membership; cultivate and steward existing member relationships.
- Work with the board and volunteers to promote CHUN and grow our membership.

Desired Knowledge, Skills, and Abilities:

- Highly self-motivated, organized, and detail oriented.
- Must be a self-starter and be able to work independently.
- Comfortable networking with local leaders, policy makers, and speaking publicly.
- Experience in fundraising and building membership programs.
- Able to take and apply directions from the Executive Committee and Board of Directors.

Qualifications: Bachelor's Degree; proven Microsoft Office skills and website maintenance skills; knowledge of City and County of Denver government and/or stakeholders; knowledge of non-profit management. Proven communication, presentation, writing and interpersonal skills. Ability to manage multiple tasks simultaneously with exceptional attention to detail. Working knowledge on how to plan, run and coordinate virtual and in-person events or meetings.

EEO Statement: Capitol Hill United Neighborhoods 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.

TO APPLY: Submit a résumé and cover letter expressing your interest in the position to secretary@chundenver.org. The deadline to apply is June 15, 2023.