



## Executive Director Position Description

October 2017

### Organization Overview

Groundwork Denver partners with lower-income communities to improve the physical environment and promote health and well-being. We are “do-ers” not “talkers.” We plant trees, we improve parks, we clean up rivers, we insulate houses, we grow food, and we coordinate hundreds of volunteers to help. We support the development of leaders from the neighborhoods we work with through our Green Team youth employment program. Our work promotes the inclusion of the diverse population of our communities in decision making and action, as well as advocates for a clean and healthy environment for everyone.

Established in 2002, Groundwork Denver currently has a team of 21 dedicated and passionate staff members, ten board members, and as many as 70 youth employees in the summer. While we have historically focused in the City of Denver, demographic and economic shifts have our work shifting us to more work in Adams and Arapahoe Counties (where we sometimes do business as Groundwork Colorado). For more information, please visit [www.groundworkdenver.org](http://www.groundworkdenver.org).

Groundwork Denver is part of the Groundwork USA network, the only national network of local organizations devoted to transforming the natural and built environment of low-income communities. Working at the intersection of environment, equity and civic engagement, Groundwork “Trusts” across the nation develop community partnerships which empower people, businesses, and organizations to promote environmental, economic, and social well-being. For more information, please visit [www.groundworkusa.org](http://www.groundworkusa.org).

### Position Summary

Over the last ten years, Groundwork Denver has seen immense impact through its robust range of programs including energy efficiency, urban agriculture, urban waters, transportation, parks and green space and youth employment. Today, the organization is seeking an entrepreneurial Executive Director to build on its successes to-date and lead the continued growth and evolution of Groundwork Denver with the guidance of a recently completed strategic plan.

The Executive Director will develop and implement the organization’s strategic direction and work hands-on with staff and Board members to align new strategies with all aspects of the organization’s program, fundraising, and administrative activities.

The Executive Director will play a key external role, promoting the organization’s work and cultivating relationships with a diverse range of supporters and stakeholders.

At the same time, the Executive Director must oversee the nonprofit business operations, generating sound decisions and delegating responsibilities to ensure that the organization delivers results while meeting all of its responsibilities to funders, governmental agencies, and the community.

Groundwork Denver’s dynamic and passionate group of staff, Board members, and volunteers are deeply committed to furthering environmental equity in their community. The incoming Executive Director will benefit from the strength of this team and the organization’s current suite of programs. The incoming executive director will also find ample opportunities to develop innovative and creative



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solutions to the community's needs, making this a particularly exciting opportunity to shape the future of Groundwork Denver.

### Key Responsibilities

#### ***Organizational Leadership***

- Partner with the Board of Directors on setting the strategic direction for Groundwork Denver using the recently completed strategic plan as a guide and identifying unique opportunities for the organization to develop new initiatives
- Oversee all organizational and programmatic budgeting efforts, including budget development and management and financial reporting in collaboration with key staff
- Work with staff to plan, implement, and evaluate program activities and to document and communicate Groundwork Denver's successes and results; ensure cultural competency, social and environmental justice values of Groundwork Denver are upheld across all program activities
- Manage and develop staff, including hiring, delegating appropriate responsibilities, teambuilding, coaching, problem-solving and evaluation
- Uphold Groundwork Denver's culture and values by fostering a diverse, inclusive, positive, team-oriented environment

#### ***Fundraising and External Collaboration***

- Work with the Board on the development and implementation of a fundraising strategy that will position the organization to sustain, and potentially grow, its budget (currently \$1.8 million) and attract unrestricted funds
- Lead the implementation of the fundraising strategy, identifying appropriate funding opportunities and playing a key role in grant writing, new donor cultivation, and donor stewardship
- Cultivate and manage diverse relationships with community members, community-based organizations, city agencies, elected officials at all levels of government, charitable foundations and other funding sources
- Communicate with Groundwork USA and other Groundwork Trusts, local partners, and federal, state, county, and city agencies

#### ***Nonprofit business management***

- Oversee the nonprofit business operations including local, state and federal filings; fiscal and programmatic audits; risk management; human resources filings and legal requirements; office operations including technology and communications; and general staff management
- Oversee the business plans for two social enterprises with key staff:  
<http://groundworkcolorado.org/areas-of-service/food/greenhouse/> and  
<http://groundworkcolorado.org/areas-of-service/energy/groundwork-denver-energy-audits/>

### Qualifications

- Passion, experience with and a commitment to Groundwork Denver's mission and values around social and environmental justice, equity, diversity and inclusion
- High level of cultural competency and respect for all stakeholders, with experience working in multi-cultural settings and low-income communities



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- Previous experience in a mission-driven organization with programming related to environmental issues, community development, youth development, and/or social justice
- Strategic and visionary nonprofit leader with at least 5 years' experience in leadership roles, with proven success in managing programs, individuals and teams
- Demonstrated success in developing and executing fundraising strategies, with demonstrated success in grant writing, individual donor cultivation and/or raising funds from foundation and corporate sources
- Experience developing and/or managing social enterprises or earned income strategies; entrepreneurial thinker and do-er
- Skilled relationship-builder and spokesperson, able to engage a diverse range of partners and donors as well as community members and program participants
- Effective staff manager who can leverage and channel individual team members' strengths as well as foster a positive team environment
- Experience in budget development and contract management
- Experience with business management including business filings, taxes, financial audits, insurance, and human resources
- Prior success in partnering with a Board of Directors or similar advisory structure
- Track record of excellence in fast-paced environments; ability to innovate and lead cohesive efforts within ambiguous circumstances
- Bachelor's degree required; advanced degree preferred
- Spanish language proficiency (verbal and written) considered a plus

### Reporting Relationship

The Groundwork Denver executive director will report to the board of directors.

### Compensation

Compensation includes a competitive salary and benefits package. The salary range is \$70,000 to \$90,000, depending on a combination of skills, qualifications and experience. Benefits include: paid sick, holiday, and vacation days; health and dental insurance for employee, and optional coverage of family members (at employee's expense).

### To Apply

Applicants should complete the [online application](#) no later than **Friday, November 24, 2017 at 5:00 p.m. MT.**

Questions should be directed to **Rick Zwetsch**, interSector Partners, L3C: [rick@interSectorL3C.com](mailto:rick@interSectorL3C.com)

*Groundwork Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, or any other protected classification. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.*