

Colorado Ceasefire Executive Director - Part-Time

Colorado Ceasefire has an exciting opportunity for an experienced, entrepreneurial-minded leader to join our growing organization. Reporting to the Board of Directors, the part-time (~20 hr / week) Executive Director (ED) will have overall strategic and operational responsibility for Colorado Ceasefire programs, expansion, and execution of its mission. In this leadership role, you will oversee all aspects of the organization, including operations, program execution, fundraising, communications and stakeholder management. This is a remote position that reports directly to the Board(s) of Directors.

About our organization:

Colorado Ceasefire is the longest serving, statewide, grassroots gun violence prevention organization in the State of Colorado. We are parents, teachers, students, community members, gun violence survivors and more who've been working for over twenty years to prevent and reduce gun violence in Colorado through education, outreach and legislative advocacy. We work to influence public opinion, encourage public involvement and elect state legislators to strengthen gun violence prevention laws. Our efforts are making a difference. Colorado Ceasefire is comprised of three branches: Legislative Action (a 501c4), Education & Outreach (a 501c3) and a PAC.

About you:

You take pride in your work, are passionate about our mission and are eager to build coalitions across different groups. You are a self-starter, take initiative, have an entrepreneurial mindset and are willing to engage a diverse team of committed board members into a new phase of our organization. You are able to take initiatives from conception through successful execution.

Above all, you must be passionate about our mission of reducing gun violence in Colorado through legislative advocacy, education and outreach.

Responsibilities

Overall

- Create and execute business/strategic plans for the attainment of goals and objectives set by the board of directors
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines
- Direct and oversee all fundraising efforts with a goal of increasing fundraising levels 10% each year
- Act as a public speaker and public relations representative of the organization to enhance community knowledge and perception

- Actively engage with the Board of Directors for both Ceasefire Legislative Action and Ceasefire Outreach

Operations and Administration:

- Manage board meeting logistics and work with respective board chairperson on agenda
- Work with Ceasefire lobbyist and manage lobbyist contract
- Report activities to the board on a monthly basis
- Manage contractor relationships and organizational accounts
- Field inquiries about Ceasefire and manage Ceasefire engagements
- Manage daily operations of the organization

Leadership & Management:

- Actively engage and energize Colorado Ceasefire volunteers, board members, event committees, partnering organizations, external stakeholders and funders
- Support a strong Board of Directors; serve as ex-officio of each board; oversee and update bylaws; seek and build board involvement with strategic direction
- Develop and maintain effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Actively develop relationships with key political stakeholders and legislators

Fundraising & Communications:

- Expand revenue base and generate funding through individual, foundation, and special events fundraising; experience securing major gifts is a plus.
- Create and implement a communications strategy and refine all aspects of current communications—web presence, social media and newsletter with the goal of creating a stronger brand
- Expanding and diversifying active supporter base
- Use external presence and relationships to garner new opportunities

Qualifications

The ED will be passionate about Colorado Ceasefire's mission. All candidates should have proven leadership, communications, fundraising and relationship management experience.

Specific requirements include:

- Bachelor's Degree in related field
- 3 years fundraising experience with an advocacy organization
- Knowledge of gun violence prevention legislation and/or working of CO state legislature is strongly preferred

- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Excellent written and verbal communication and public speaking skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Must have the ability to work from home and own his/her own PC, phone, etc.

Part time, 20/week, Contract position

Salary: Up to \$35,000 / year, depending on experience

To apply, please submit your cover letter and resume to Eileen McCarron at info@coloradoceasefire.org by March 5, 2021.