



## Durango Adult Education Center

*Serving Southwest Colorado*

### SEEKING EXECUTIVE DIRECTOR

The Durango Adult Education Center, with programs in Durango, Cortez, and the La Plata County Jail, is seeking an experienced nonprofit leader to serve as the organization's next Executive Director.

Five reasons to work for the Durango Adult Education Center:

1. **The mission & students.** Our work at the Durango Adult Education Center is important and relevant. We positively impact students and their families every day.
2. **The staff.** You will be working with an amazing group of people who are talented, dedicated to the mission, and a joy to be around. You will be part of a special team.
3. **The board.** You will be working for and alongside a committed board of directors who care deeply about our work. Their diverse backgrounds and skills will be helpful whenever you need it.
4. **Our reputation.** Just ask our graduates and former students. They'll tell you that we helped them more than they thought possible. We have high GED passing rates, high English acquisition rates, and essential wraparound services.
5. **The organization.** This is a great time to join the Durango Adult Education Center. We are financially stable and have strong internal systems in place.

#### Reports to: Board of Directors

#### Qualifications:

- Bachelor's degree, master's preferred
- Five to seven years management experience
- Employee supervision and staff development experience
- Experience with QuickBooks, Microsoft Outlook, Word and Excel, and grants software
- Proven fundraising, grant writing, and financial management experience
- Experience building rapport and constructive relationships through effective verbal and written communication
- Education experience and an understanding of local workforce needs
- Commitment to Durango Adult Education Center mission

#### Duties and Responsibilities

#### Leadership and Strategy:

- Provide leadership and direction to ensure the organization fulfills its mission
- Recommend timelines and assemble resources needed to achieve financial and programmatic strategic goals

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- Recruit, develop, motivate, and retain high-performance staff
- Utilize an inclusionary team approach to management
- Support the Board of Directors with regular reports of mission critical information; serve as an ex-officio member of each Board committee
- Design and conduct with Board, staff, and community input, the strategic planning process for program review and possible expansion into new markets

#### **Financial Management:**

- Ensure financial stability and accountability through adherence to budget, management of cash flow, institutionalization of cost efficiencies and use of appropriate internal controls
- Provide recommended annual budget to the Board of Directors for approval: ensure that all budgeted costs are in alignment with mission and objectives, as well as funder requirements
- Appropriately involve the Board of Directors and the finance committee in financial decisions
- Provide for regular presentation and interpretation of financial statements to the Board of Directors and other interested parties
- Provide for annual audit or similar third-party review of financial activity and processes

#### **Fundraising and Communications:**

- Serves as main point of contact and is responsible for budgets for Federal and State grants.
- Develop and implement a variety of resource development activities to ensure financial stability and sustainability including campaigns, major gifts, sponsorships, special events, and grants
- Cultivate opportunities for developing new revenue streams
- Effectively communicate progress and program successes to internal and external constituents
- Deepen and refine all aspects of communication to create a strong organizational presence
- Develop and maintain quality affiliations, alliances, partnership and relationships with other organizations to fulfill the mission

#### **Management and Operations:**

- Implement and oversee effective general administration, personnel, financial, communication, and fundraising policies and procedures
- Publish and communicate successful program results as a model for regional and national replication
- Remain informed of changing needs and innovative practices to spur creative program planning and problem-solving
- Effectively utilize current technology in management and programming
- Requires membership in SIEC board of directors and active participation in management of SIEC

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**Schedule:**

This position is primarily located in Durango, CO with bi-monthly travel within the Four Corners region. Overnight travel in Colorado may be required once or twice a year. A reliable vehicle is needed for work travel and mileage is reimbursed.

This is a 40-hour/week position exempt from overtime with occasional evening and weekend hours needed.

**Compensation:**

Annual salary is negotiable depending on experience and is competitive with like-sized Colorado nonprofit organizations.

Benefits include health and dental premiums fully paid for the employee after a two-month waiting period, opportunity to participate in an employee-funded 403b, personal time off, and four weeks of paid vacation.

**Application Instructions:**

Send cover letter, resume, and a list of three professional references to [info@durangoadulted.org](mailto:info@durangoadulted.org)

Position closes June 7, 2019 with an anticipated start date of August 1, 2019.