

Denver Inner City Parish Executive Director

Job Description

Job Overview The executive Director (ED) is the key management leader of the Denver Inner City Parish (DICP). This person is responsible for overseeing the administration, finances, programs, and mission of the organization. Other important duties include fundraising, marketing, and community outreach. The ED reports directly to the Board of Directors. The ideal candidate must have the ability to work in collaboration with them and with diverse groups of people on staff and in the community.

General Responsibilities

1. **Administration**
 - a. Consult and work with Board of Directors in a manner that supports and guides the organization's mission as defined by the board
 - b. Be responsible for the hiring, supervision, evaluation, and retention of competent, qualified staff
 - c. Communicate well with board, staff, community, and donors
 - d. Work closely with the Executive Committee
2. **Finance:** be responsible for developing and maintaining sound financial practices and budgeting in consultation with the CFO
3. **Programs**
 - a. Ensure that the programs and services offered by DICP contribute to the organization's mission, reflect the priorities of the board and the community, and are properly implemented
 - b. Support and evaluate program staff
4. **Mission:** Continue to preserve and enhance the DICP mission of "Empowering people. Building community. Saving lives". This is a community of helping hands. Everyone does everything.

Professional Qualifications

- Advanced degree, ideally MBA
 - Spanish-speaker preferred
 - Ten or more years of non-profit management experience
 - Proven track record of leadership and of organizational abilities
 - Unwavering commitment to quality programming and to the DICP community
 - Compensation and benefits are competitive with similar human services positions in Colorado
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Applicants should send a resume with cover letter to dicpEDsearch@yahoo.com by April 10, 2017.

DICP is an Equal Opportunity Employer.