

Full Circle of Lake County, Inc.
Job Description

EXECUTIVE DIRECTOR

Duties and Responsibilities

Reporting to the Board of Directors, the Executive Director will provide leadership to the organization and manage its day-to-day operations. The duties of the position include, but are not limited to the following:

Administrative

- Oversee all programming; ensure through robust evaluation that new and existing programs are mission-aligned and delivered with excellence
- Manage and assure compliance with all grant requirements including goals and objectives, timelines, budgets, insurance, financial reports, and evaluations
- Create agency budget and manage all fiscal accounts including monthly review of financial records`
- Work collaboratively with the Board of Directors to set the organization's strategic direction; oversee monthly board meetings

Human Resources

- Supervise all staff; assign staff duties and responsibilities; oversee annual evaluations of each staff member
- Hire new staff as positions become available; set all personnel policies including salaries, benefits and working conditions
- Foster a positive, inclusive, and collaborative work environment

Fiscal Management

- Establish a budget and ensure sufficient funds for organizational operation
- Work with the Development Director to write grants to obtain funding for existing and new programs
- Participate in fundraising activities and events in collaboration with the Board of Directors and Development Director
- Work with a bookkeeper to ensure accurate oversight and allocation of resources

Community Leadership

- Serve as the public face for the agency in community settings
- Develop and maintain working relationships with state agencies, local agencies, and schools
- Coordinate and plan with other community agencies to ensure services comprehensively meet the needs of the community
- Develop and maintain positive relationships with constituents including youth, parents, and partners
- Sit on community boards as time permits

Qualifications:

This position requires a motivated and organized individual capable of managing a variety of agency activities. Necessary skills include: effective verbal and written communication, grant writing

experience, non-profit management experience, fundraising experience, ability to work with diverse populations, effective staff management.

Desirable skills include: background in substance abuse prevention, demonstrated ability working with youth and families, bi-lingual Spanish/English.

Education and Experience:

B.A. or B.S. degree required. At least two years experience in managing a non-profit organization is required. Experience working with youth and families and a proven track record in grant writing and fundraising is desired.

To Apply

To apply, please send a resume and cover letter to Ray McGaughey, Full Circle Board President, at ray@fullcircleleadville.org. We will begin reviewing applications on June 29 and continue to accept applications until the position is filled. Correspondence via email is preferred.

Policy of Non-Discrimination

Full Circle of Lake County, Inc. follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.

Job Posting

Full Circle of Lake County seeks an experienced Executive Director to oversee our team and lead our organization. The Executive Director is responsible for overseeing all aspects of the organization including administration, staff and program management, fiscal management, and strategic planning. Other key duties include fundraising, marketing, and community collaboration. We are looking for someone who has a passion for working with youth and families, nonprofit management experience, successful grantwriting skills, experience working with diverse populations and excellent written and verbal communication skills. Spanish fluency preferable but not required. The position reports directly to the Board of Directors.

The Organization

Voted the “Best Nonprofit in Leadville” in 2017 by the Leadville Herald Democrat, Full Circle of Lake County is a well-established non-profit located in Leadville, CO. For 27 years Full Circle has worked to foster healthy relationships amongst youth and families in our community through a variety of programs including: Mentoring, Outdoor Leadership, Drug, Alcohol & Violence Prevention, After-school Activities, Family Leadership Training Institute, Parent Education and Health Equity. Full Circle has an annual operating budget of \$600,000 and nine full-time employees.