



Job Title: Executive Director

Reports To: Board of Directors

Status: Full-time; eligible for benefits

Salary: 90,000 - \$110,000/year

Job Summary:

The Alliance seeks a strategic and relational leader who can develop and strengthen community partnerships, support and build staff capacity, and position the organization for long-term impact. The ideal candidate has innovative ideas, extensive fundraising experience, and a solution-focused leadership style.

The Executive Director oversees all facets of the organization's operations and programs, while working closely with the Board of Directors to advance The Alliance's mission to help survivors move beyond domestic and sexual violence. This position currently supervises three other full-time staff, an AmeriCorps position, and several contractors. The Alliance also has a small team of volunteers who assist with the help line/direct services, office work, and events.

Why Join Our Team:

This is an opportunity to lead a respected and vital organization into its next chapter.

The Alliance is one of the oldest nonprofits in Chaffee County, having served people impacted by domestic and sexual violence for over 40 years. The Alliance has not only provided compassionate care to our clients, but successfully lobbied Colorado state law to better protect the privacy of clients, built an innovative community-based forensic nursing program, inspired other nonprofits in our community by paying our frontline workers a competitive living wage, and continues to employ evidence-based practices to ensure we are providing excellent care to everyone who needs it.

Salida is a historic mountain town with world-class outdoor recreation access, a thriving arts and food scene, and a warm and welcoming community. Although this position is full-time, a flexible/hybrid schedule and full use of PTO is encouraged.

Key Job Responsibilities:

1) Fundraising - 20%

- a) Oversee Development Manager, Development Committee, and/or Contractors as they create and implement fundraising plans, including Major Donor engagement, events, Year-End fundraising
- b) Lead organizational fundraising strategy and execution
- c) Use current best practices and your experience to innovate and modernize fundraising strategy
- d) Develop and sustain relationships with donors and funders
- e) Coordinate with board members on cultivation of new donors
- f) With the Development Manager, create and build a Planned Giving Program
- g) With the Development Manager, create and build a Business Partnership Program

2) Financial Management - 20%

- a) Develop, manage, and monitor the annual organizational budget, ensuring alignment with financial goals and updating projections as needed throughout the year.
- b) Oversee Operations Director, Bookkeeper and Controller
- c) Review, approve, and process vendor invoices and payment
- d) Ensure timely submission and accurate documentation of receipts and financial records.
- e) Review monthly financial reports
- f) Coordinate and participate in the annual audit with the Bookkeeper, Controller, and external auditors

3) Grant Administration - 15%

- a) Prepare and submit grant applications in collaboration with Operations Director
- b) Ensure compliance with all grant requirements
- c) Prepare and submit all grant reports in collaboration with the appropriate staff
- d) Collaborate with contract Bookkeeper to strategically modify grant budgets

4) Staff Management - 15%

- a) Support staff in identifying and achieving their professional development goals.
- b) Supervise administrative volunteers to ensure accuracy and efficiency

- c) Collaborate with staff to develop and implement work plans
- d) Ensure staff compliance with all policies and procedures
- e) Conduct performance reviews and improvement plans as needed annually.
- f) Provide regular supervision for individual staff members

5) Board of Directors Management - 10%

- a) Provide timely and accurate information to the Board of Directors for informed decision-making.
- b) Work collaboratively with the board to build and maintain financial stability.
- c) Collaborate with the BOD Executive Committee to create and implement board development plans

6) Public Relations - 15%

- a) Collaborate with the BOD social change committee, Development Director, to develop and implement marketing and outreach plans
- b) Represent the organization in coalitions, work groups, and in the media
- c) Collaborate with relevant board members and volunteers to coordinate messaging and public relations opportunities

7) Direct Services - 5%

- a) Support program staff with occasional direct service client work and office coverage if needed
- b) Abide by the rules and regulations in the board policy and in the employee manual
- c) Perform other tasks that are not enumerated in this document as they relate to the day-to-day operations.

Qualifications

- a) Passion for and commitment to the mission and values of the organization.
- b) Progressive leadership experience, preferably in a nonprofit or mission-driven organization. Ability to motivate, develop, and supervise staff, volunteers, and community partners.
- c) Experience with fundraising, grant management, donor relations, or resource development.
- d) Strong organizational, project management, and problem-solving skills, with the ability to manage multiple priorities in a dynamic environment.
- e) Excellent written, verbal, interpersonal, and presentation skills, with the ability to communicate effectively with diverse audiences.

- f) Experience managing organizational budgets, finances, cash flow, and financial accountability in collaboration with Operations Director, contractors, and the Board of Directors.
- g) Ability to analyze data and use information to support strategic planning and decision-making. Experience leading organizational change, implementing strategic initiatives, and improving operational processes preferred.
- h) Experience or comfortability with building collaborative relationships with funders, community partners, government agencies, and other stakeholders.
- i) Proficiency with Microsoft Excel, Google Workspace, Salesforce (or other CRM), QuickBooks, and other cloud-based business applications.
- j) Demonstrated commitment to confidentiality, sound judgment, and ethical leadership.
- k) Valid driver's license, satisfactory motor vehicle record, and ability to successfully pass a background check.

Education

- Bachelor's degree in Business, Nonprofit Management, Public Administration, Social Work, Human Services, Finance, or a related field required. Master's degree or an equivalent combination of education and experience.

Please submit resume and brief cover letter to boardofdirectors@alliancechaffee.org by 11/15/2026.