

YOUTHBIZ, Inc.
Executive Director
Denver, CO



ORGANIZATION OVERVIEW

YouthBiz, Inc. is a 19-year old youth development agency headquartered in Denver's Five-Points neighborhood. With a mission to *advance the social and economic empowerment of youth through a focus on entrepreneurship, education, and community leadership*, the organization serves 500 middle and high school youth each year. Utilizing a peer-led and incentive-based approach, YouthBiz provides youth with unique and effective after-school and summer programs that strengthen educational achievement, encourage entrepreneurship, and develop aware and responsible leaders.

In 2011, the organization began the implementation of a three-year strategic plan aimed at building capacity, strengthening impact, and preparing for future expansion. YouthBiz has a strong reputation as a leader in Denver's youth development community and seeks a dynamic Executive Director to provide visionary leadership for this work.

POSITION OVERVIEW

The Executive Director reports to the Board of Directors (currently 11 members) and provides overall leadership, accountability and management to support the vision and mission of YouthBiz, including the consistent delivery of quality and innovative programs and successfully achieving financial objectives. Working closely with the Board, the Executive Director is responsible for the implementation of the strategic plan and is responsible for the planning, oversight, and evaluation of programs, administration, and development, while providing day to day management of the organization. The Executive Director manages a current budget of approximately \$850,000 and a staff of ten.

AREAS OF RESPONSIBILITY

Leadership and Accountability.

1. Assure that the organization has a long-range strategic plan for achieving its mission and evaluate progress toward goals.
2. Provide leadership in developing innovative programs, organizational and financial plans with the Board of Directors and staff, and carry out Board authorized policies and plans.
3. Play a key role in revenue development, donor cultivation and stewardship. Increase and manage a portfolio of major donors and supporters of the organization.
4. Provide visionary leadership and inspiration towards maintaining a strong positive and inclusive organizational culture.
5. Serve in the community as a liaison to partnerships and coalitions related to youth development issues.
6. Maintain a working knowledge of research and trends in youth issues and development.

POSITION PROFILE

7. Promote active and broad participation by Board members, supporters and volunteers in all areas of the organization.
8. Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Community.

1. Serve as lead spokesperson for the organization in media venues and opportunities.
2. Create and strengthen sound working relationships and cooperative agreements with program partners, neighbors, community leaders and organizations.
3. Publicize the activities of the organization.

Team.

1. Oversee the recruitment, employment, training and release of all paid and unpaid personnel.
2. Ensure that sound human resource practices are vigilantly used including job descriptions, annual performance appraisals, ongoing coaching, mentoring and training.
3. Manage and support an effective management team.
4. Encourage the professional development for staff and volunteers.
5. Maintain a flexible climate that attracts, retains and motivates a diverse staff of top quality people who are committed to the mission.
6. Maintain policies to ensure the legal and regulatory compliance of the organization and the safety of its constituents.

Budget and Finance.

1. Develop and maintain sound financial policies and practices.
2. Work with the staff, Finance Committee and board in creating a board-approved budget.
3. Operate the organization within budget guidelines.
4. Provide sound and prudent oversight of all organizational assets.
5. Ensure that adequate funds are available for the organization to carry out its mission and programs.
6. Conduct official correspondence of the organization, and execute legal documents.

QUALIFICATIONS

A successful candidate will have the following qualifications:

- Minimum five (5) years of successful leadership in the nonprofit sector, with an emphasis in youth-related issues. The ideal candidate would also bring experience as an entrepreneur and/or working in an entrepreneurial environment within the for profit sector.
- Demonstrated experience in organizational management including finance, fundraising, operations and working with a board of directors.
- Experience leading, inspiring and growing a professional team.
- Possess genuine commitment and passion for working for the success of youth and community; ability to develop meaningful relationships with youth.
- Strong understanding of entrepreneurial education and small business development.
- Experience working in a diverse environment, with diverse constituents.
- Track-record of developing and leading successful partnerships and collaborations and breaking down silo's that exist.
- Strong inter-personal skills and ability to work in a collaborative environment.
- Excellent oral and written communications skills.
- Proven ability in public speaking and desire to be one the key public "face" of the organization.

PERSONAL ATTRIBUTES

A successful candidate will be someone who:

- Is people-oriented, flexible and open to new ideas.
- Able to work under pressure, resolve conflict with ease and be open to feedback from adults and youth alike.
- A visionary thinker who understands the role of collaboration and partnership in delivering quality youth programs and services.
- Has the ability to operate independently and is self-motivated, yet recognizes the importance of teamwork, collaboration and utilizes their team when making critical decisions.
- Is resourceful and able to build strong relationships with supporters.
- Has a proven track record of achieving assigned tasks utilizing a proactive approach to problem solving and ability to influence credible change in current processes.
- Is passionate about the mission of YouthBiz and can inspire other to be as well.

EDUCATION

A Master's degree in a related field or equivalent experience is preferred.

POSITION PROFILE

COMPENSATION

This position offers a competitive salary and bonus as well as a comprehensive benefits package that includes: health, dental, vision, and paid time off.

TRAVEL/OTHER REQUIRMENTS

This is a full-time position that will require occasional evening and weekend work, as well as travel by car throughout the Denver metro area.

LOCATION

This position will be located at YouthBiz's headquarters at 3280 Downing Street, Suite C, Denver, CO 80205.

ADDITIONAL

People of color and bilingual candidates are encouraged to apply.

TO APPLY

Please submit the following documents to employment@youthbiz.org no later than Friday, November 18th by 5:00 pm MST:

- Cover Letter Highlighting Qualifications and Salary Requirements
- Current Resume
- Three Professional References
- Salary Requirements

If we find your skills match those of the position, we will contact you for an interview.

YouthBiz is dedicated to equal employment opportunity (EEO) for all of its employees and applicants for employment.