



Chief Executive Officer

April 2022

WHO WE ARE: The [Rocky Mountain Partnership \(RMP\)](#) is a coalition of cross-sector partners and community members committed to working TOGETHER to achieve the vision and mission outlined below. RMP has formed a 501(c)(3) that employs a dedicated team, separate from participating organizations, to drive the shared work.

OUR VISION: Our vision is that every community member in Adams County, the City of Aurora, and the City and County of Broomfield, regardless of race, ethnicity, gender, age, zip code or circumstance, has the opportunity to earn an income that allows them to take care of themselves and their families, and thrive from cradle to career.

OUR MISSION: We work together to transform systems when needed that empower community members to earn skills and credentials, have access to Top Jobs, and advance in their career by: building on what works, deploying new and innovative strategies, and aligning policy and funding.

RMP is dedicated to eliminating inequities – including barriers of race, ethnicity, class, ability, age, immigration status, gender identity/expression and their intersections. RMP values **the diversity of lived experiences** and works diligently to eliminate inequities in ourselves and the Partnership.

POSITION PURPOSE: The Chief Executive Officer (CEO) oversees all operations for the Rocky Mountain Partnership (RMP) Backbone team, leads the Partnership (including its strategic plan and collective work), and ensures the needed staff are in place and supported to effectively drive and support RMP's work. The CEO works to ensure the sustainability and growth of the organization, reporting to and working in tandem with the Board of Directors to provide operational and fiscal oversight. The CEO represents and stewards the RMP brand and is ultimately accountable for sustaining and building trust, confidence, and commitment to the Partnership's work.

STATUS: Full-Time, 1 FTE / 40 Hours, Exempt

WORK LOCATION: Rocky Mountain Partnership's (RMP) home office at Adams 12 Five Star Schools (1500 E 128th Ave., Thornton), satellite office at Community Reach Center (1870 W 122nd Ave, Westminster), remote online work from home, or another designated location within the community.

PRINCIPLE DUTIES

Oversees Board Governance and Finance

- Reports to and works collaboratively with the Board of Directors to ensure sustainability of the RMP Team and the network; this includes developing and improving organizational policy (for example: making hiring, retention, and employee advancement policies more equitable), fiscal sustainability and growth, and operational oversight
- Maintains accountability for the operational and fiscal integrity of RMP within the budget and policies set by the Board of Directors

- Supports the Board of Directors and Finance Committee to identify, cultivate, and recruit new members in alignment with RMP's commitment to equity, ongoing engagement and stewardship, and succession
- Ensures compliance with standard nonprofit practices

Ensures RMP Team is in place and effectively driving and supporting RMP's work

- Provides leadership support and capability building to the RMP Team
- Provides direct supervision to Senior Directors and other staff as identified
- Hires, retains, and supervises competent and qualified staff in order to craft and meet all organizational goals, ensuring practices and policies align with RMP's commitment to equity and diversity reflective of the communities it supports
- Discusses and, if needed, resolves organizational issues and provides guidance and coaching to help build leadership capability with team members
- Ensures employment and administrative policies and procedures of RMP are updated and in compliance with all federal, state, and local regulations

Ensures sustainability and growth of the organization

- Plans, projects, and monitors the budget needed for resources and staffing to support all areas of RMP's work
- Develops resources sufficient to ensure the financial health of the organization including identifying, cultivating, and soliciting prospective investors
- Stewards existing investors to ensure continued financial or in-kind support
- Leverages professional contacts and relationships into investment opportunities
- Establishes and maintains positive and collaborative relationships with public, private, and non-profit sector partners and utilize those relationships to strategically enhance with work of the Partnership

Leads the Rocky Mountain Partnership (including its Strategic Plan and collective work)

- Develops and sustains the infrastructure that supports the Rocky Mountain Partnership (this includes the convening of partners, strategy development, project management, data, policy and advocacy, funding alignment, etc.)
- Supports key community partners and leaders (who are integral to the work) to engage and stay engaged, and work alongside community members impacted by the work to co-develop and drive action
- Ensures The Partnership identifies and moves to action around opportunities for collective work, including:
 - Developing key milestones and taking action to meet them
 - Establishing shared measurements and accountability
- Ensures cohesion and coordination across all areas of the collective work
- Directs development, monitoring, and improvement of the strategic plan to ensure targets are developed and met by both the Partnership and RMP Team
- Ensures RMP is effectively represented in all communications efforts, including the media

OTHER DUTIES

- Represents RMP at community and national functions
- Other duties as assigned

Employees are held accountable for all duties of this job.

QUALIFICATIONS

Education & Experience

- Minimum of 7 years of executive management and/or leadership experience in a similar sized, mission driven organization, or equivalent and complementary management experience in another sector, such as education or business
- Holds relevant postsecondary credential including nonprofit management, business administration, finance, fund development and/or relevant sector experience

Knowledge, Skills, & Abilities

- Ability to work in alignment with the [vision, mission, and values](#) of the Rocky Mountain Partnership, including a commitment to systems transformation and racial equity
- Understanding of 501(c)(3) limitations and regulations
- Understanding of how to lead in different situations from out front or behind to achieve a specific result
- Ability to engage partners with critical assets to actively contribute toward a shared goal
- Ability to consistently model the type of disciplined focus on results that puts shared goals above personal interests regardless of the issue
- Ability to manage both internal staff and external partners effectively by leveraging both formal and informal authority
- Ability to build relationships with key stakeholders as part of larger coalition building
- Ability to have the foresight necessary to identify emerging issues and challenges
- Strong strategic thinking and decision-making skills, including problem anticipation and resolution
- Strong knowledge of effective mobilization practices
- Comfort working in communities and areas with high concentrations of poverty and people of color
- Excellent written, oral, and interpersonal communication skills
- Ability to facilitate collaboration among diverse groups and "translate" vocabulary/jargon across sectors
- Demonstrates an understanding of community needs and strategies to promote community impact
- Ability to interact effectively with people from diverse backgrounds
- Ability to problem-solve issues
- Ability to prioritize and balance competing demands across the collective work
- Self-motivated and able to work independently, and as part of a larger dynamic strategy team
- Proficient in Microsoft Office Suite applications, web-based applications, and database use
- Develop authentic and trusting relationships founded on transparency and honesty

WORKING CONDITION

- **Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential duties of this job at a home office, in office and meeting settings at RMP's offices and meeting spaces within the community during business hours and occasional evenings and weekends. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Activities:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, operate a computer, operate a motor vehicle and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

COMPENSATION

RMP offers competitive salary and benefits, commensurate with experience and skills. The starting salary range for this position is \$95,000 - \$110,000. The position offers flexibility with schedule and includes a strong benefits package including a Simple IRA retirement plan with employer match, health, dental, and vision insurance, paid holidays, paid time off, paid medical and parental leave.

HOW TO APPLY

Send resume, cover letter, to kendrasimpson@RMPBackbone.org and/or be prepared to demonstrate additional competencies during the interview process. This position will remain open until close of business May 13, 2022.