

## **Greeley Creative District Job Announcement**

**Position:** Executive Director

**Hours:** Full-time

**Reports to:** GCD Executive Board

**Salary:** \$75,000 - \$95,000 depending upon qualifications and experience

**Benefits:** - Stipend of up to \$300/month to supplement employee's private health plan;  
- 18 days of PTO leave time (sick/vacation)

**Start date:** June 3, 2024 or as negotiated

### **Job Description:**

The Greeley Creative District (GCD) is a non-profit organization, founded in 2013, that is devoted to the promotion, growth, and development of solopreneurs, businesses and operations that are associated with the creative industries. The GCD seeks a creative, accomplished and future-focused executive director with a proven record of leadership, commitment to creative engagement, and demonstrates a collaborative and progressive approach to the operation of the organization.

The Executive Director (ED) will have the exceptional opportunity to help grow the GCD from a virtual service organization to one which will be housed in an historic structure, redeveloped with the ability to use its physical location to further its organizational vision and objectives.

The ED is responsible for the overall strategic development, program development, operational management, measurement and reporting, facilities oversight, managing and augmenting the GCD's financial resources, spearheading fundraising, and leading both short and long-range planning. The ED will serve as the public face of the organization to its varied stakeholders, including the creative community, donors, grant agencies, sponsors, and partners.

The ED should be a team-oriented leader who is flexible and adaptable, who encourages a welcoming and supportive environment that fosters communication, cooperation, and openness, and who respects and fosters board, staff, and volunteer expertise.

### **Primary Responsibilities:**

- Organizational leadership that includes policy and program development, resource allocation, and development of organizational materials and communication to its various constituents.
- Strategic leadership that builds alignment across the organization and its programs, that prioritizes organizational capacity, stability and sustainability in the design and execution of programs and initiatives, supports the organization's values related to diversity, equity, and inclusion.
- Provides effective organizational branding, exposure, identification and communication of the organization's functions, programs and engagement opportunities.
- Create and monitor the organization's business plan, annual budget development, payroll supervision, financial planning, annual audit and asset management, including the organization's endowment fund and Enterprise Zone program.

- Develop and manage successful fund development that supports the ongoing GCD operating budget that includes planning, implementation and managing the cultivation, stewardship and solicitation process for current and prospective gift donors.
- Pursue grants and resources that support the GCD mission, develop an annual giving plan that incorporates measurable outcomes, and implement donor campaigns.
- Foster and promote all special events with the dual goal of “friend-raising” and fundraising, ensure appropriate and timely gift recording and acknowledgment.
- Track and effectively communicate progress and program metrics to the Board, funding partners and constituents.
- Responsible for hiring, training, supervising, and managing all staff and professional contracts related to the organization.
- Provide management support to the GCD Board of Directors in its oversight of the organization, including meeting support and assistance in its recruitment and development of new board members that represent the demographically diverse community and creative industries.
- Complete other duties as assigned.

### **Education/Experience:**

Education: Bachelor’s degree in a related field, Master’s degree optimal

Experience: 5 yrs. of progressively responsible experience working in a non-profit organization with at least 3+ yrs. in a leadership capacity with clear and measurable accomplishments

### **Skills or Related Knowledge:**

- Exceptional interpersonal, communication, and relationship building skills.
- Excellent writing skills including demonstrated success in writing acknowledgement letters, stewardship reports, and proposals.
- Ability to define and drive a vision for the organization’s next stage of development.
- Supervisory skills.
- Creative, energetic, entrepreneurial, and flexible management style.
- Proven track record in fundraising.
- Budgeting, staffing, and personnel management and experience.
- Ability to communicate effectively and professionally internally and externally to the organization.
- Nimble management skills to manage multiple projects and meet deadlines.
- Grant writing and research proficiency on local, national, and private foundation scale.
- Results oriented with a demonstrated ability to plan, prioritize, and implement tasks.
- Demonstrated ability to deal with ambiguity and change, and to work effectively in a complex, dynamic organization.
- Proficient computer skills.

### **Required Competencies and Qualifications:**

**CUSTOMER SERVICE:** Demonstrates ability to identify and respond to internal and external customer needs in an appropriate and satisfactory manner. Anticipates additional needs of the customer beyond their current interaction or association with the GCD. Understands and finds solutions within the limits of what is available. Can solve problems with minimal disruption. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**TEAMWORK:** Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties. Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely to all necessary parties. Behaves honestly and ethically. Communicates openly and directly. Able to change communication style according to the needs of the audience and the situation.

**PLANNING AND ORGANIZING:** Establishes a systematic course of action to accomplish specific objectives. Determines priorities and uses time effectively. Completes the workload required of the position. Able to change priorities according to the workload and asks for assistance as appropriate.

**ACHIEVEMENT ORIENTATION:** Self-starting. Independently demonstrates a desire to set and meet objectives to find a better or more efficient way to do things, and to compete against a self-defined standard of excellence.

**EXPERTISE (Technical or Procedural):** Possesses specialized knowledge or skills to accomplish a result. Picks up on technical things quickly; is good at learning new skills. Often referred to as a ‘quick learner’. Examples of technical knowledge include computer skills, use of available software programs relevant to the organization such as customer management, knowledge of grant research software and databases.

**COMMUNICATION AND SOCIAL SKILLS:** Is competent and effective in the application of situational awareness skills in a variety of presentation settings including individual, small and large groups, with peers, direct reports and bosses; is effective with controversial topics. Can “read” audiences and change tactics midstream when something isn’t working.

**SPECIAL REQUIREMENTS:** Ability to maintain confidentiality of GCD business and activities. Must have access to transportation and provide proof of automobile insurance coverage. Residency in Greeley expected.

### **Application Process:**

Applications will be accepted immediately, review will begin on May 2, and continue until the position is filled.

Interested and qualified candidates should submit the following in a single pdf:

- Cover letter: this letter must be no more than 2 pages in length and should describe the reason the position is attractive and how your work experiences relate to the position.
- Resume.
- Three letters of professional recommendation, or professional references.

The application packet should have the applicant’s name on the file name and must be submitted to: [selectioncommittee@greeleycreativedistrict.org](mailto:selectioncommittee@greeleycreativedistrict.org)

Applicants will receive confirmation of their submission via the email address provided in their application as well as updates relative to the review and interview process.

Information about the Greeley Creative District can be found at [www.greeleycreativedistrict.org](http://www.greeleycreativedistrict.org)