



**Job Title:** Executive Director

**Organization:** Hispanic Contractors of Colorado (HCC)

**Location:** Denver, Colorado

**About Us:** Hispanic Contractors of Colorado (HCC) is a mission-driven organization dedicated *to build opportunities to strengthen and sustain our members' knowledge, connections and voice within the public/private sector in the Colorado construction industry.*

We are seeking a dynamic and experienced Executive Director to lead our organization and drive its growth and impact in the community.

**Job Description:**

The Executive Director will serve as the visionary leader of Hispanic Contractors of Colorado, responsible for the overall management, strategic direction, and successful achievement of the organization's mission and objectives. The ideal candidate will be a passionate advocate for our cause, a skilled manager, and a strategic thinker. Upon hiring, the candidate will be given a more detailed job description outlining but not limited to the duties required to fully execute job performance.

**Key Responsibilities:**

**1. Strategic Leadership:**

- Develop and execute an annual strategic plan with the BOD, in alignment with the organization's mission and long-term goals.
- Identify new opportunities, partnerships, and initiatives to advance the organization's impact and sustainability.

**2. Fundraising and Resource Development:**

- Oversee and diversify fundraising efforts, including grant writing, donor cultivation, and special events.
- Build and maintain strong relationships with donors, sponsors, and community stakeholders.
- Work to grow and retain membership in accordance with the Strategic Plan.

**3. Financial Management:**

- Manage the organization's budget, financial planning, and fiscal policies.
- Ensure transparency, accountability, and compliance with financial regulations.
- Develop quarterly Key Performance Indicators (KPI's) for reporting to the EB and BOD.

**4. Program Development and Management:**

- Oversee the design, implementation, and evaluation of programs and services that align with the organization's mission.
- Monitor program outcomes and make data-driven improvements.

**5. Board Relations and Governance:**

- Collaborate with the Board of Directors by providing regular updates, guidance, and support.



- Assist in board development and recruitment efforts.
- Develop and execute annual BOD Officer elections.
- 6. Staff Management and Development:**
  - Recruit, hire, and retain a skilled staff in conjunction with the EB and Governance Committee.
  - Provide leadership, coaching, and professional development opportunities for staff.
- 7. Community Engagement and Advocacy:**
  - Represent the organization in the community, fostering relationships with partners, government agencies, and other stakeholders.
  - Advocate for the organization's mission and initiatives.
- 8. Reporting and Evaluation:**
  - Prepare regular reports on organizational performance for the BOD and funders.
  - Conduct evaluations to measure the effectiveness and impact of programs.
- 9. Compliance and Legal Oversight:**
  - Ensure compliance with all applicable laws, regulations, and nonprofit standards.
  - Manage organizational risk effectively.

#### **Qualifications:**

- Bachelor's degree or five (5) years demonstrated experience in a related field; master's degree preferred.
- Proven leadership experience in a nonprofit organization or a similar role.
- Strong financial acumen and experience with budget management.
- Excellent communication, negotiation, and relationship-building skills.
- Demonstrated ability to fundraise and secure grants.
- Ability to interface and work to further the organizations' legislative agenda.
- A commitment to the organization's mission and values.
- Knowledge of nonprofit governance, compliance, and best practices.

#### **Benefits:**

- Competitive salary and benefits package. Salary Range \$120,000 - \$145,000.
- Opportunity to make a meaningful impact on the community.
- Supportive and collaborative work environment.
- Professional development opportunities.

#### **Working Conditions:**

- ED shall work a standard work week, but additionally will work some evenings, some weekends and all hours required to accommodate such activities as required to meet the expectations of the BOD.
- Work location is in person, ED will be provided a private office.
- Work is generally performed in an indoor environment, with occasional field work outdoors.
- ED will be provided facilities and equipment consistent with the position and adequate for the performance of the above duties.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Prolonged periods of sitting at a desk and working on a computer.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and/or 25 pounds frequently.

**How to Apply:**

Interested candidates should submit a resume, cover letter and references to Lisa Buckley, HCC Governance Committee; [lrbuckley@americanautomation](mailto:lrbuckley@americanautomation). Please include "Executive Director Application - [Your Name]" in the subject line. Applications will be accepted until January 19, 2024.

*Hispanic Contractors of Colorado (HCC) is an equal opportunity employer committed to a policy of nondiscrimination with respect to race, color, religion, sex, national origin, age, citizenship, disability, and any other basis of discrimination prohibited by federal, state or local law.*

---