



Position: Executive Director
Localworks
Reports To: Board of Directors
Salary Range: \$80,000 - \$95,000 w/performance bonus opportunity
Application Deadline: February 28, 2022, 5:00 PM

Email Cover Letter and Resume to:
Joni@JonilnmanConsulting.com

Summary:

Localworks is a Wheat Ridge based organization focused on community and economic development that ensures a vibrant and economically sustainable community. Localworks delivers programs that connect and engage residents and support and promote local businesses.

The Executive Director of Localworks, a 501 (c)(3) non-profit, is responsible for the full range of organizational activities including, but not limited to, coordination of the program of work, organizational structure and procedures, motivation of staff and volunteers, income and expenditures, community relationships, outreach, promotion of events and activities, training and supervision of staff, interpretation of Board policy and vision planning.

The Executive Director represents the organization and Board of Directors with partner organizations, public agencies and officials, various organizations and groups, and with the general public, all requiring judgment and tact to foster good community/ relationships.

Essential Duties and Responsibilities include the following:

- Responsible for implementation of the organization’s Board-approved strategic plan, keeping it up-to-date, monitoring progress on the plan and providing periodic updates to the Board on progress toward accomplishing the plan’s goals.
- Working in partnership with the Board of Directors, the City of Wheat Ridge, and others to advance community and economic development in the city. This includes designing and implementing an aggressive business attraction and retention program.
- Providing guidance and support to development prospects from initial contact through project completion.
- Fostering community connections and a sense of belonging by bringing people together

through events and neighborhood programming.

- Research and analyze state, regional and national market conditions, economic trends, available development opportunities and economic sustainability programs.
- Acquaints his/herself with as many members of the community as possible, becoming familiar with their business goals and challenges, stimulating communications within the business community, and identifying opportunities that Localworks could pursue.
- Cultivates good relationships with city, county, and state elected officials and their staff.
- Maintains the financial viability of the organization - determines sources of income, develops methods for generating revenues, oversees the development of the annual budget, and ensures adherence to this budget. Serves as the lead driver of fund-raising efforts and identifies potential contributors through knowledge of the community and development of relationships that encourage financial support.
- Oversees all staff activities of the organization including the hiring, training and termination of employees. Ensures that written personnel policies and procedures are developed and remain up-to-date.
- Provides direct assistance to the Chair and officers of the Board of Directors. Sets the draft monthly Board meeting agenda for the Chair and works with the Executive Committee to finalize agendas and prepare supporting documents. Sets monthly Finance Committee meeting for the Finance Committee chair and works with the Finance Committee to ensure effectively monitoring of organizational finances and monthly financial reports.
- Informs the Board of Directors of various problem areas and activities throughout the community that may affect the business sector.
- Other duties as may be required.

Supervisory Responsibilities:

Responsible for a staff and consultants. Carries out supervisory responsibilities to include recruiting, training, retention, performance review and development evaluations, salary adjustments and any required disciplinary action.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- At least three (3) years of experience in upper level non-profit management, government or business district or related experience.

- Bachelor's degree in Business Administration, Government Administration, Non-Profit Management or equivalent experience.
- Preference will be given to applicants who have advanced experience in community and economic development, local government structures and procedures, and the IRS requirements and legal limitations of a 501 (c)(3) organization.

Communication Skills:

Demonstrated ability to communicate clearly in both written and verbal communication. Ability to respond effectively to the most sensitive inquiries or complaints in a diplomatic manner. Ability to make effective and persuasive presentations on controversial or complex topics to public groups, local government officials and/or Board of Directors.

Executive Director must have demonstrated experience in strong relationship-building ability and be politically astute.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Computer Skills:

Working knowledge of Microsoft Office suite including Excel, Word, Power Point and Outlook is required.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to sit, talk and hear. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment:

This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, mediation, planning and technical areas as well as travel, public speaking and non-standard business hours. The employee must be able to drive and is required to possess a current Colorado State Driver's License.

Position specifications:

- Full time, exempt position that requires some evening and weekend hours.
- Salary range is \$80,000 - \$95,000, with performance bonus opportunity.
- Benefits include: Medical and dental insurance covered at 50 percent for employee, and 50 percent for dependent family members; employer-matched 401 (k) at 2% of salary; Paid Vacation Time – Company provides four weeks of vacation time to be used within the calendar year. This time is not paid out upon separation of employment; 10 Paid Holidays – New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, and Christmas. Additionally, Christmas Eve and the workdays through January 1st are included as paid holidays for a total of five days.

- Paid Sick Leave - Localworks adheres to the Colorado State Healthy Families and Workplaces Act and offers the following sick leave benefit: Employees start employment with 20 hours of sick leave and accrue 3 hours of paid sick leave for every 40 hours worked, up to a total of 240 hours. This is not cashed out upon separation of employment.

(Localworks is an equal opportunity employer and does not discriminate based on race, color, religion, national origin, gender, sexual orientation, age or disability.)

To apply:

Send resume and cover letter, electronically, to

Joni Inman Consulting

Joni@JonInmanConsulting.com

Deadline for application: 5 p.m., Tuesday February 28, 2022