



## Colorado Springs Teen Court

Full-Time, Exempt Pay  
Monday-Friday  
Pay Range \$85,000-\$90,000

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### **Executive Director**

Forge Evolution's Executive Director is responsible for implementing its mission and directing its daily activities. The Executive Director reports directly to the Board of Directors and is tasked with the following issues: Assists in building financial strength by enhancing organizational growth potential. Enhance organizational operations through infrastructure and human resource management. Manage programs with a focus on optimizing efficiency and effectiveness. Maintains external communications and partnerships and manages community relations.

### **DEVELOP AND SUSTAIN FINANCIAL STRENGTH:**

- a) Development and Fundraising:
  - Research, preparation and submission of grant proposals.
  - Manage all development and fundraising activities.
  - Coordinate and participate in the solicitation of funding from foundations, corporations and business, individuals, government entities and fundraising events.
  - Oversee major mailings and solicitations.
  - Attend all donor events.
  - Work with the Board to help identify prospective donors and sponsors.
  - Develop and execute individual donor programs and donor stewardship.
  - Attend all grant interviews and site visits with foundations.
  - Supervise staff to ensure successful management of the donor database, thank you letters and other donor related administrative activities.
  - Cultivate and maintain relationships with other community organizations and donors.
  - Maintain a working knowledge of significant developments and trends in the field (e.g., what other major organizations are doing).
- b) Financial Administration:
  - Work with the Board Treasurer and Accountant to develop a proposed budget for approval by the Board of Directors.
  - Annually complete a compensation review using a comparative industry process and provide a report to the Board of Directors
  - Supervise preparation of monthly income and expense statements for review with the Board Treasurer in advance of each Board meeting.
  - Monitor financial performance against the budget; report significant deviations from the budget to the Board Treasurer.
  - Manage and record receipts and disbursements as directed by the Board and in compliance with standard accounting practices.
  - Keep payroll and other tax records as required by law.
  - Handle banking, accounts payable, accounts receivable, and all work with QuickBooks (or supervise this process).
  - Monitor on-going system management (e.g., database utilization, transparent donor tracking).

**ORGANIZATIONAL MANAGEMENT:**

## a) Staff and Administrative:

- Provide overall management and leadership of Forge Evolution's operations each year.
- Provide leadership to the staff of Forge Evolution and maintain a climate that attracts, keeps, and motivates top quality personnel.
- Oversee functions of staff, including hiring, performance appraisal, and performance improvement/release of all personnel (paid staff and volunteers) as required.
- Maintain files of legal and organizational documents such as articles of incorporation, by-laws, Board meeting minutes, IRS Form 990, audit reports, registration of charitable organizations with the Colorado Secretary of State, internal financial reports, and contracts.
- Coordinate and participate in providing appropriate provisions for succession.
- Maintain a working knowledge of significant developments and trends in the field.
- Jointly execute legal documents with the Chair of the Board and designated officers.

## b) Board Engagement and Support:

- Working closely with the Board, develop the strategic plan for the organization.
- Assist active working committees that include Board members (e.g., Fund Development Committee, Finance Committee, Governance Committee, Event Committees, etc.).
- Provide feedback to the Board regarding fundraising, volunteerism, and other major issues.
- Attend Board meetings.
- Assist the Board of Directors as directed in long-range planning and special projects.
- Assist in the Board recruiting and nominating process.

**PROGRAM MANAGEMENT:**

- Oversee and strengthen the programs of Forge Evolution.
- Develop evaluation criteria to measure effectiveness of existing programs and services, assess financial viability of programs, and recommend changes in programming to the Board of Directors.
- Develop, promote, and implement new programs based on best practices.
- Manage and empower program staff to ensure the successful implementation of all programs.

**EXTERNAL COMMUNICATIONS AND PARTNERSHIPS:**

- Serve as an advocate for education and training and general awareness of adjudicated youth issues.
- Participate in collaborative programs with other local and national organizations.
- Design and execute a marketing and public relations plan.
- Assess and report to the Board of Directors the success of similar programs outside the organization considering best practices and measure impact of other organization's communication and public relations programs.

**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/Experience:**

Bachelor's degree required, Master's degree preferred.

Must be able to handle multiple projects at one time.

Effectively able to work in a team centric environment.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, grant development and coordination of people and resources.

Knowledge of the principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Knowledge of laws, legal codes, court procedures, government regulations, as well as economic and accounting principles and practices.

**Language Ability:**

Ability to read, analyze, and interpret court documents, financial worksheets, and other written communications. Ability to effectively present information and respond to questions from Executive Director, Staff, Board of Directors, Volunteers, Defendants and their Parents.

**Reasoning Ability:**

Deductive reasoning ability to apply general rules to specific problems to produce answers that make sense. Inductive reasoning ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality. Respect for diverse cultures and ability to work and interact with all types of people.

**Computer Skills:**

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Logistical Requirements:**

Must pass a criminal background check. Must provide pre- and post-employment drug screening tests. Must provide fingerprint documentation (provided). Must pass online computer system computer test.