



Position Announcement

Executive Director

About United for a New Economy (UNE): UNE is a member-led nonprofit organization committed to building grass-roots power in communities around the Denver metro area to ensure that our economic and political systems work for all Coloradans, especially low income people, communities of color, and immigrants. UNE's work is driven by community members and the problems that impact their daily lives. Members can identify issues of injustice, research potential solutions, and form committees to formulate strategic, collective action to create change that will benefit their families and neighbors. UNE utilizes various strategies including community organizing, popular education, policy development and advocacy, leadership development, and coalition-building to achieve its goals. UNE believes that meaningful change is community-led, and aims to organize communities and uplift the voice of marginalized people, particularly people of color, in-order to create a more just economy for all Colorado residents.

This position leads a team of Director level staff and reports to the Board of Directors of both UNE and UNE Action.

MORE ABOUT WHAT WE'RE LOOKING FOR:

We are seeking a leader with at least five years of relevant work in the labor movement or non-profit sector who is passionate, enthusiastic and visionary. Since 2002, UNE has worked to build an economically just Denver Metro region with equal opportunity for all of our residents. UNE has a track record of success and is well known by elected leaders and many allies in the non-profit and the labor communities. UNE's current issue areas are; housing justice, economic justice immigration justice and racial justice. Qualified applicants should be interested in working with UNE's talented staff to build upon previous programmatic successes and grow the capacity of the organization. Applicants will supervise several staff members and work closely with UNE's Deputy Director's to fundraise and provide executive oversight to all aspects of the organization.

The successful candidate will have strong communication skills, enjoy building and maintaining relationships with staff, funders, and stakeholders, and have a good sense of humor.

Responsibilities:

- Organization Building
 - Establish the vision and strategic direction of the organizations
 - Position both UNE/UNEA as leaders in nonprofit and labor sector to maximize opportunities that advance the mission and vision
 - Maintain relationships with and convene both UNE/UNEA's Boards of Directors

- o Execute annual staff retreat
- o Convene and lead bi-weekly director team and staff meetings that create space for reflection and periodic check in on overall goals
- o Build shared ownership for both UNE/UNEA's work among staff and key allies
- o Serve on board of our national network; The Partnership for Working Families and the Center for Popular Democracy ACTION
- Executive Oversight
 - o Work with Deputy Directors to monitor both UNE/UNEA's cash flow, budget, and all other aspects of the organization's' finances
- Fundraising
 - o Maintain and build relationships with local and national funders
 - o Support an annual fundraising plan and provide oversight for special events, small and major donor giving
 - o Provide input and feedback to grants and reports
 - o Work with Deputy Directors to develop and implement new funding prospects
- Supervision
 - o Executive Director currently supervises the Deputy Directors
 - o UNE staff are represented through collective bargaining – the Executive Director and members of the Director team negotiate the contracts with all bargaining unit staff
 - o Support staff in developing and executing goal-oriented work plans
 - o Work with staff on professional development plans
- Program Implementation
 - o Executive Director currently monitors programmatic work through Deputy Directors and leads campaigns within UNE issue areas when necessary
 - o Represents UNE/UNEA to the media and presents the work to many local and national audiences
- Responsibilities for all staff:
 - o Serve on at least one internal UNE/UNEA committee (RJ, Labor Management Committee, etc...)
 - o Participate in Racial Justice trainings and activities
 - o Support fundraising activities, including membership drives
 - o Attend any "all-staff" meetings, trainings or functions (including occasional evening or weekend events)
 - o Other duties as assigned

Desired Qualifications:

Leadership Skills:

- o At least 5 years of leadership experience working in labor, environment, and/or social justice community
- o Ability to think big and be creative and proactive
- o Flexibility
- o Comfortable presenting to large groups of people
- o Excellent planning skills and track record for driving change

- o Ability to navigate complex systems, relationships and inspire others to act
- o Authentic, self aware and compassionate
- o Experience with labor movement

Management Skills:

- o Experience supervising senior level staff
- o Ability to manage and drive multiple projects with complex relationships
- o Ability to work well under stress and deadlines, and maintain confidentiality
- o Experience with event planning and implementation
- o Excellent relationship and coalition building skills
- o Good facilitator

Fundraising and Oversight:

- o Experience with diverse fundraising; working with foundations a plus
- o Familiarity with managing budgets and understanding financial information
- o Ability to oversee and facilitate staff and board meetings

Salary and Benefits:

- Salary Range \$60K-\$75K (salary commensurate with experience)
- Great benefits: health, dental, vision, holidays, vacation, sabbatical, employer-matched retirement etc.

How to Apply:

Interested applicants should send (1) cover letter/email, (2) resume, and (3) three work or school related references to:

jobs@unecolorado.org

UNE is an Equal Employment Opportunity employer and encourages people of color, women, individuals with disabilities and members of the LGBTQ community to apply.