



EXECUTIVE DIRECTOR POSITION DESCRIPTION

Our Organization Overview

Respite Care, Inc., a 501(c)(3) non-profit organization in Larimer County, Colorado, was founded in 1982 by a group of parents who were each raising a child with a developmental disability. The families wanted to create a safe, nurturing place where their children could play, learn, and grow among friends, while also having their special needs met. The families believed that having access to such a place would better enable them to lead healthy, fulfilling lives while raising their children with developmental disabilities.

Mission Statement: Respite Care, Inc. is a non-profit organization in Larimer County that provides short-term quality care for children with developmental disabilities and respite to their families, enabling them to enhance their quality of life.

Respite Care believes that a child with a disability is a child first, and his or her challenges (including developmental, medical, and/or behavioral) are secondary. With this mission and philosophy in mind, Respite Care strives to create an interactive, stimulating, and safe environment that addresses the physical, emotional, social, and mental needs of each individual child.

Today, Respite Care provides care to 110 children with the support of 43 staff members and 50 volunteers. Respite Care's FY2021 annual budget is \$1.9M; funding derived from generous community donations, multiple fundraising events, grants, and program revenue. Respite Care is not only a non-profit providing quality care for children, it is also a well-respected and cherished community partner within Larimer County.

The Executive Director position is an exciting opportunity to join and directly influence an amazing organization and community.

Position Summary

With the support of the Respite Care team, the Executive Director is directly responsible for the overall operation of Respite Care. This includes organizational culture; vision development and implementation; staff development and retention; strong and positive relations with the children, families, and community; donor contact and appreciation; major gift acquisition; financial management; grant procurement; board development; and ethical leadership and direction for the staff and board. The Executive Director serves as the spokesperson of Respite Care at all times; whether presenting to the Chamber of Commerce or in personal social settings. This position requires a person with contagious energy, able to motivate and inspire staff and the community. The Executive Director supervises three direct reports and reports directly to Respite Care's Board of Directors.

Broad Areas of Responsibility

- Develop and maintain a team culture focused on communication and teamwork.
- Develop and maintain community relations, attend and speak at events, support fundraising efforts, and inspire community members to support Respite Care.
- Collaborate with and maintain active roles with community agencies with parallel or similar goals.
- Build and maintain strong relationships with current and future donors and fundraising efforts.
- Identify and oversee grant and proposal writing, providing support as needed.
- Develop and implement annual budgets and oversee the management and documentation of agency finances.
- Identify and oversee annual facility maintenance needs.
- Develop and maintain a successful working relationship with the Board of Directors.

Requirements

- Must have spent five or more years in a leadership role responsible for a team of at least five people and an annual revenue goal of over \$700,000.
- Must put the children and families of Respite Care first and have knowledge of and understand issues faced by people with developmental disabilities.
- Must be able to communicate, build relationships, and positively interact with the children and their families.
- Must have a leadership style commensurate with the desired culture and future growth vision of Respite Care.
- Must be a gifted communicator in interactions with everyone from infants to major community donors with excellent verbal and written communication skills.
- Must have excellent phone, video, and in-person communication skills including team building and conflict resolution.
- Must have an advocate spirit and be inspirational when communicating about future needs of the organization.
- Physical requirements for this position include a valid driver's license; the ability to travel considerable distance by car and airplane; the ability to use and look at a computer for 8+ hours per day; and the ability to stoop, kneel, crawl, and lift 50 pounds.
- Must pass a thorough background check.

Preferences

- Prefer working knowledge of nonprofit best practices, including donor involvement, sustainable funding, and board development.
- Prefer visionary planning and change management experience.
- Prefer familiarity with government funding available to children with disabilities including Medicaid, CCAP, and Children's Extensive Support Waiver.
- Prefer budgeting and reporting experience including filing a 990-tax form, State of Colorado Good Standing, and registration reporting requirements.

Personal Characteristics

- Highly empathetic with an ability to foster relationships with children and families.
- Contagious energy with the ability to motivate and inspire others.
- Strong work ethic to endure long hours and stressful situations with ease.
- Flexibility to successfully work with teams to accomplish strategic goals.
- Ethical leadership.

Inclusion and Diversity Statement

We are committed to promoting an inclusive and diverse workplace where we value and respect every colleague for who they are. We provide equality of opportunity to enable everyone to fulfill their potential.

Additional Duties

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Activities, duties, and responsibilities may change at any time with or without notice with direction from Respite Care, Inc.