



ASPEN YOUTH CENTER

Executive Director

Position Description

Organizational Profile

Aspen Youth Center (AYC), founded in 1991, is a thirty-four-year-old Colorado nonprofit organization dedicated to providing a safe and supportive place where youth in grades 4 through 12 connect, learn and grow during their out of school hours. The Executive Director is responsible for the overall leadership, management, and administration of AYC, including programming, fund development, and business operations. AYC envisions a community where all youth are connected with peers and caring adults, engaged in quality programming, and have access to resources that increase social skills and self-esteem. The organization is guided by the values of continuous learning, acceptance, investment, integrity, and empowerment.

This job description outlines the expectations and primary areas of responsibility for the position, including strategic and financial planning and evaluation; policy development and administration; donor cultivation and development; personnel and fiscal management; and public relations. The Executive Director position is a full-time position and is directly accountable to the Board of Directors through its elected Board Chair.

Position Profile

Aspen Youth Center's ideal Executive Director candidate will possess the experience and skills necessary to lead, support, and continuously develop a team of nonprofit professionals across finance, development, and program operations. The candidate will demonstrate the ability to support and strengthen a leadership team in a collaborative manner and build an organizational culture that values innovation, ownership, accountability, and excellence. The qualified candidate will demonstrate passionate enthusiasm for the mission, garnering support among internal and external stakeholders to further the organization's distinctive position as a leader in empowering youth through an array of programs and services that support young people's ability to connect, learn and grow during out of school time.

Salary Range \$100,000 - \$120,000

Benefits

Health insurance, partial vision, partial dental, 15 days paid vacation time, 12 paid personal days, 9-11 paid holidays, \$2,000 wellness benefit, gym membership,



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retirement and professional development. The opportunity to work in a fun, fast-paced working environment with dedicated professionals.

Qualities Include

- Ability to develop and sustain strong local community connections for fundraising or otherwise furthering the cause.
- An innovative vision for empowering youth in the Roaring Fork Valley to connect, learn and grow.
- Experience with a similarly sized organization with a focus on positive youth development through intentional prevention and intervention services.
- Demonstrated ability to build and nurture a values-based culture and set a solid example for how work will be done.
- Strong presence and ability to directly communicate the mission to external stakeholders.
- Ability to design and implement lasting policy, processes, and procedures to ensure the resilience of the organization.
- The ability to articulate vision, ideas, and expectations to the team.

Expectations

- The Executive Director must provide leadership, inspiration, and enthusiasm for achieving the organizational mission of AYC, to staff, donors, the public, and most importantly to youth and families who are supported by AYC.
- The Executive Director must have a demonstrated track record of positive leadership, with the ability to establish and maintain a positive organizational culture which fosters success consistent with AYC's mission.
- The Executive Director must provide a clear and demonstrable value to the professional leadership team and have a clear understanding of how they contribute in a unique and additive manner.
- The Executive Director must effectively collaborate with the board and staff to develop and deliver on a vision for how AYC can best leverage its assets to sustainably meet the needs of diverse communities throughout the region.



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Primary Responsibilities

Leadership and Management

- Advance a mission focused, client-centered, and inclusive culture that is demonstrated through shared values in action.
- Clearly and consistently communicate vision, expectations and decisions to support quality operational execution.
- Develop organizational goals and objectives consistent with the mission and vision of AYC as part of a robust collaborative community effort to empower youth through positive youth development experiences.
- Develop and consistently administer operational policies across the organization.
- Ensure consistent supervision and safety of youth at the AYC and when participating in AYC sponsored activities.
- Implement and support best practices in positive youth development.
- Oversee the effective delivery of all programs, services, and activities to ensure objectives are met.
- Oversee fundraising, including cultivation, engagement, and growth of individual, corporate, government and foundation relationships.
- Ensure compliance with funding sources and regulatory requirements.
- Provide accurate and timely information for continuous evaluation and improvement of the organization's operations, in partnership with the board.
- Develop and facilitate an active, strategically aligned annual operational planning and implementation process.

Fiscal

- Facilitate the development, implementation and monitoring of annual operating and other budgets.
- Ensure financial reporting accuracy and timeliness to the Board of Directors.
- Facilitate the completion of an annual financial audit.
- Employ necessary tactics to satisfy financial strategic and board approved annual operational budgets.
- Identify, develop, and advance initiatives for sustainable growth in response to community needs.



Personnel

- Develop organizational culture that is reflective of the organization's mission and values.
- Set examples and expectations for values aligned management and leadership practices throughout the organization.
- Provide for adequate support, supervision, direction and evaluation of all staff and volunteers.
- Administer board-approved personnel policies.
- Ensure proper (legal) hiring and termination procedures.
- Oversee all disciplinary actions.

Board Relations

- Report to the Board Chair and the Executive Committee of the board at least monthly, and more frequently as required, to ensure engagement and support of the board in fulfilling its governance role.
- Assist the Board Chair in planning the agenda and materials for board meetings and provide reports and updates to the board and its respective operating committees.
- Initiate and assist in developing policy recommendations and in setting priorities.
- Co-facilitate the orientation of new board members.
- Work with the board to raise funds from the community.

Community Relations

- Participate in coordinated efforts to advance positive youth development in alignment with the mission of AYC (i.e. Regional Health and Human Services POD, Aspen School District/Aspen Family Connections, etc.).
- Ensure appropriate understanding of AYC's mission with all employees and facilitate their proper representation of AYC in communications with clients, donors, and the public.
- Partner with the board to successfully cultivate and steward individual, corporate, government and foundation donors to ensure the necessary resources to sustainably support the mission of the organization.



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- Coordinate representation of AYC to local, state and, as appropriate, federal elected officials and other groups.

Qualifications

The Executive Director will be thoroughly committed to Aspen Youth Center's mission. All candidates should have proven organizational leadership, management, coaching, and relationship building experience.

Preferred Qualifications

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong understanding and respect for the principles of social justice with a demonstrated record of advancing diversity, equity and inclusion.
- Strong connections to Roaring Fork Valley regional stakeholders.
- Prior experience managing and building social enterprise operations.
- Senior management/leadership experience; track record of effectively leading a local and/or regional performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong written and verbal communication skills; a persuasive and passionate communicator and presenter with excellent interpersonal and multidisciplinary project skills.
- Experience with a similar sized non-profit organization working in youth services, community services, health and human services, etc.



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Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, familial status, domestic violence status, or any other status protected by law.

To Apply:

Please submit a cover letter and resume to john@humanserviceinnovations.com.

The position will remain open until filled.

NO RECRUITERS PLEASE