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**WORLDDENVER
EXECUTIVE DIRECTOR**

POSITION SPECIFICATIONS

CLIENT

Our client, **WorldDenver** is a nonprofit community organization dedicated to understanding world affairs and cultures. Since its founding in 2012, **WorldDenver's** impact on the Colorado Community has grown along with the organization's reputation for unique programs that connect Coloradans with experts, leaders and ideas from all over the world. **WorldDenver's** reach is driven locally by roughly 1,000 supporting members and more than 3,000 community members. On a global scale, **WorldDenver** brings approximately 600 international visitors to Denver annually through a partnership with the U.S. State Department. **WorldDenver** also hosts about 20 expert speaker events each year including then-UN Secretary General, Ban Ki-moon, former Secretary of Defense Robert Gates, Ambassador Dennis Ross, and renowned international experts like Robin Wright, to name just a few. **WorldDenver** Young Professionals host regular networking events and **WorldDenver** Travel Programs have visited five countries with more in the planning stage.

WorldDenver embraces the belief that a deep understanding of our interconnected world, is necessary in today's climate, and fostered through dialogue and interaction. The organization's mission is to strengthen and expand the community of engaged global citizens and organizations in Colorado through education, cross-cultural exchange, and personal interaction with international leaders, professionals and students. The organization's vision is to be the leading international forum in a more globalized and thriving Denver. **WorldDenver's** values are:

- The organization seeks to be **globally-focused**. Through its programs, **WorldDenver** encourages participants to be curious and open-minded, while also respectful of different perspectives and experiences.
- The organization seeks to be **member-focused**. Its membership is the core of the organization, providing the financial and volunteer support that makes **WorldDenver** effective. Providing value to members and high quality programming is crucial to sustaining the organization's commitment to members. The organization seeks to be innovative and creative in how it engages members in the work of citizen diplomacy.

- The organization seeks to be **community-focused**. Through interactions with speakers and visitors, **WorldDenver** provides accessible and inclusive opportunities to participate in a network of globally-minded Coloradans and people from all corners of the world. Balance and breadth in program design ensures that **WorldDenver** meets a variety of community needs.

WorldDenver offers a number of signature programs to meet the needs of its members and its mission:

- World Affairs Council Speaker Series
- International Visitor Exchange Programs
- Young Professionals' Engagement
- International Women's Day Celebration
- Global Cup Challenge trivia event
- WorldDinners
- Homestay Hosting
- Travel Programs

WorldDenver is governed by a twenty-member Board of Directors and based in Denver. The organization employs a hardworking and dedicated staff of 7 that support the **Executive Director** in fulfilling the organization's mission. **WorldDenver** also provides opportunities for student interns and relies on a large cadre of volunteers to provide additional support. For more information about the organization, please visit www.worlddenver.org.

ABOUT DENVER

Denver, *the Mile High City*, is the most populous city in Colorado and one of the fastest growing cities in the country. Nestled on the eastern edge of the Rockies, Denver is consistently ranked as one of the best places to live in the U.S. The City offers a diverse array of cultural attractions, professional sports teams, fine dining, great schools and abundant recreational opportunities throughout the year. The City enjoys a semi-arid four-season climate with more than 300 days of sunshine per year.

THE OPPORTUNITY

WorldDenver seeks an innovative, visionary, mission-driven and results-oriented leader to lead the organization into the future. A keen interest in global affairs and promoting greater international understanding, as well as a deep knowledge of our Denver and Colorado environments, will be desired hallmarks. Global change and managing dynamic relationships in the private sector as well as in federal, state and local government create unique challenges that **WorldDenver** must address to achieve its goal of being the foremost international authority for Denver and the State of Colorado. Like any member-centric organization, continual evaluation and adaptation of programmatic offerings to meet the evolving needs of both supporting members and community members is imperative to ensure the financial health of the organization. Reporting to the Board of Directors, the **Executive Director** provides leadership, strategy development and vision to the organization in keeping with the mission and strategy of **WorldDenver**. The **Executive Director** provides executive leadership and oversight of high-quality service delivery, operations, constituent relations, volunteer engagement, community outreach,

fiscal management and fundraising. The **Executive Director** oversees a staff of seven and a 2019 projected operating budget of approximately \$1M.

Key Responsibilities include:

Mission Focus

- Work with the Board, staff, volunteers, donors and participants to serve the mission of **WorldDenver**.
- Ensure operations are aligned with the mission and member needs.
- Oversee and proactively direct efforts to grow the membership base.

Donor Cultivation and Fund Development

- Direct a comprehensive development program that includes major gifts, corporate sponsorships, program partners, fee-for-service programmatic offerings, membership development, and events.
- Support development outcomes by championing development methodology, engaging in donation closing meetings, adapting to trends, and maintaining effective development practices.
- Engage the Board in development efforts, as appropriate.
- Represent **WorldDenver** throughout the community and in national citizen diplomacy settings.

Leadership Development

- Working through department directors, lead all aspects of **WorldDenver's** operations.
- Increase Board effectiveness and program engagement.
- Leads budget, strategic planning, workforce planning, development planning, and program services planning.
- Develops the team, staff and volunteer engagement to deliver outstanding results across all aspects of the operation.
- Cultivates new strategic alliances and capitalizes on opportunities to increase the visibility of **WorldDenver** and its team.

Fluency in the Issues

- Provide content expertise to the media and other external stakeholders.
- Establish and maintain clear organizational branding strategy.
- Lead local, state and national advocacy efforts.
- Serve as the external “face” of **WorldDenver**.
- Leverage social media and technology to further awareness of **WorldDenver**.

Program Excellence

- Conceive and deliver programs at the highest quality levels.
- Regularly evaluate programmatic offerings to ensure they are of the highest quality and address member and the community needs.
- Imagine, develop and launch new programs to serve **WorldDenver's** mission and goals and serve our community.

Strategic/Financial Planning

- Coordinate the Board's annual strategic planning retreat.

- Ensure alignment between operations and strategic goals and regularly report goal progress.
- Develop an annual operating budget in line with strategic goals.
- Oversee the integrity of financial management with all applicable laws and regulations.
- Regularly monitor actual results versus budget, in terms of both revenue and expense, to ensure fiscal health.

CRITICAL COMPETENCIES

The successful candidate should:

- Possess a Strategic Mindset
- Drive Results
- Build Effective Networks
- Build an Effective Team
- Communicate Effectively
- Drive Vision and Purpose
- Instill Trust

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- An undergraduate degree is required with an advanced degree preferred.
- Significant (minimum of 5 years) executive leadership experience in a nonprofit organization, preferably a member services organization.
- Broad familiarity and deep personal passion and commitment to promoting understanding of global affairs and greater international understanding and dialogue.
- Demonstrated leadership and/or past hands on experience successfully cultivating revenue from a variety of funding sources to include grants, corporate sponsorships, foundations and individual donors.
- Strong operations oversight and assessment skills; Ability to develop and promulgate appropriate metrics to ensure quality of programmatic offerings.
- Experience working with/for a volunteer Board of Directors is highly desired.
- Proven leadership and well-developed management skills to develop, mentor, and guide staff and volunteers.

PERSONAL CHARACTERISTICS

- An energetic, hands-on, confident but down-to-earth executive with a passion for the mission of the organization.
- Cross-cultural sensitivity and fluency. Foreign language proficiency, particularly Spanish, is a plus.
- An inspirational leader; proven ability to inspire diverse groups of people to grasp the mission and reach organizational goals.
- A combination of solid business experience and acumen and a sense for revenue generation and sustainability, with a belief in and appreciation for the nonprofit community.
- Results oriented – driven to move things forward, strives toward continuous improvement and measurement against goals.

- A “people person” who is compassionate, operates with humility, and effectively integrates into the organization’s culture and environment, rapidly gaining the trust and respect of colleagues and team members.
- Strong interpersonal skills – ability to deal effectively with a broad diversity of people.
- Oral and written communications abilities – strong platform and media skills; persuasive and articulate; diplomatic and open style; a good listener; credible.
- Impeccable ethics and highest integrity. Values and practices honesty and integrity in all dealings with others; humility.
- A proactive leader; intellectually curious; regularly investigates and brings new ideas to the organization, especially with regard to operational best practices and staff leadership; skilled in critical and creative thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues.

COMPENSATION

WorldDenver will offer the successful candidate a competitive compensation and benefits package.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

APPLICATION PROCESS

EFL Associates, an executive search firm, is assisting **WorldDenver** with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

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