



Job Description

Executive Director

Job Purpose

The Executive Director is responsible for the successful leadership and management of Youth Celebrate Diversity (YCD) according to the strategic direction set by the Board of Directors. This role reports to the Board of Directors of the organization.

Primary Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a strategic plan to guide the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities, including identifying, assessing, and informing the Board of Directors of internal and external issues that affect the organization.
- Foster effective teamwork and communication between the Board and the Executive Director, and between the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Represent the organization at community activities to enhance the organization's community profile.

Program Planning and Management

- With advice from the Board of Directors, create, develop and enhance the organization's list of programs and services to support and advance the organization's strategic plan and overall mission, and to maximize impact.
- Oversee the planning, implementation and evaluation of the organization's programs and services.

- Monitor the day-to-day delivery of the programs and services of the organization by staff to maintain or improve quality and impact.

Financial Planning and Management

- With advice from the Board Finance Committee, prepare an annual budget for review and approval by the full Board.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Operational Planning and Management

- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that all organizational files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Human Resources Planning and Management

- Oversee the implementation of the human resources policies, procedures and practices.
- Determine staffing requirements for organizational management and program delivery.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Implement a performance management process for all staff, which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Community Relations and Advocacy

- Communicate with community stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage. Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Qualifications

- Bachelor's degree required; advanced degree preferred.
- At least 10 years of management experience, ideally in a non-profit or mission-driven organization.
- Demonstrated and significant experience in non-profit fundraising and development, including grantwriting, foundation relations, event organizing, and corporate and individual donor stewardship.
- Unwavering commitment to quality programs and data-driven program evaluation.

- 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.
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Currently living in the Denver Metro area within Colorado.

Working Conditions

This is a full-time position requiring 40 hours per week. Standard business hours will be observed in most cases, with some flexibility needed for evenings and weekends with advanced notice and planning.

The candidate must work remotely in most cases, with occasional in-person meetings, as well as limited travel to support in-person YCD meetings and conferences. The candidate is expected to use their own personal computer and home Internet access to fulfill the duties of this role, though YCD offers a stipend to compensate for these additional expenses.

Compensation and Benefits

This position has a salary range of \$80,000 – \$100,000 based on experience. The position comes with standard organizational benefits including:

- Flexible work schedule
- Health care stipend to support purchase of a health care insurance plan
- Technology stipend for use of personal computing equipment and home Internet access
- Travel reimbursement for any travel outside of the Denver Metro area
- 401(k) with organization-provided matching funds
- Unlimited paid time off (PTO)
- Unlimited sick leave
- Funds to support professional development

Application Process

Please submit a cover letter and resume to info@ycdiversity.org to express your interest in this role. Applicants are encouraged to apply no later than **Monday, December 1, 2025** for priority consideration. Any offer of employment is contingent on a candidate successfully completing a criminal background check.

Equal Employment Opportunity

Youth Celebrate Diversity is an equal opportunity employer. We will not discriminate and will take affirmative actions/measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender identity or expression, national origin, age, religion, creed, disability, veteran's status, or sexual orientation.

About Youth Celebrate Diversity

YCD is a youth-led leadership and activism training program, where students ages 11-18 can build community, develop their identity and self-confidence, learn critical skills for advocacy and changemaking, and ignite a passion for advancing inclusion and justice in our communities. Our vision is that one day, every teen in America will feel safe, respected, and empowered to achieve their potential. For more information, visit ycdiversity.org.