



Position Announcement: Executive Director

About Boulder Treasures

Boulder Treasures is a growing local nonprofit whose mission is to create pathways to purpose and community for adults with intellectual and developmental disabilities (IDD). Currently, we operate a job training apprentice program with expansion plans underway to include wrap-around services associated with an affordable housing project that will house an Independent Living Community. Funding for these programs is generated using a social enterprise business model, with earned income from various businesses representing a majority of our revenue. Currently, our apprentice program is hosted by Ramble on Pearl, our clothing boutique that serves as a real-life classroom for our apprentices.

Boulder Treasures was founded in 2013 and opened Ramble in 2014. Since then, 37 individuals have participated, or are continuing to participate, in our programs and 29 have secured independent community employment. Through a collaboration with Boulder Housing Partners we are working to expand the reach and capacity of our programs and services to support the affordable, community-based housing needs of adults with IDD.

In early 2021, Boulder Treasures is planning a significant expansion of its services and program locations, including a second social enterprise business to support our apprentice program and its new community engagement services. The executive director will guide and implement this exciting program expansion in collaboration with our board of directors, including the launch of a new social enterprise business to support our continued growth.

About the Executive Director Position

We're looking for a compassionate, courageous, and respectful leader who can take over the reins from our founders and lead the organization into a new era.

The Executive Director will possess a combination of a start-up/entrepreneurial mind-set with strong team leadership skills to grow an organization and delegate responsibilities, yet willing to roll up their sleeves and dive into the details when necessary. They will bring skills in generating revenue, leading teams, and building community connections.

Most importantly, they will be a fierce advocate for people with developmental disabilities, supporting their desires for purpose and community connections in their lives through where they live, work and play. We look forward to the perspectives and creativity a new leader will bring to the organization as we grow into an exciting future!

Areas of Responsibility

Strategic Planning & Leadership

- Champion the mission and vision of Boulder Treasures, guiding the organization through strategic planning and implementation to achieve our goals.
- Marshal appropriate resources to support Boulder Treasure's growing businesses and programs.
- Utilize both quantitative and qualitative information for continuous performance (business and service) improvement.

Development & Fiscal Stewardship

- Manage Boulder Treasures' financial planning, budgeting, and controls to support the strategic plan and ensure financial sustainability.
- Strengthen and diversify a foundation of earned income and charitable funding to sustain the organization's growth
- Recognize financial opportunities and implement innovative fundraising techniques.
- Ensure compliance with local, state and federal employment, tax and other legal and regulatory requirements.

Organizational Management

- Build a positive work environment that supports an open exchange of ideas, leverages staff strengths, and creates a team-oriented culture.
- Ensure programs are carried out to the highest standards possible and adhere to company, regulatory, and funding source guidelines.
- Support staff in implementing projects effectively and in a well-organized manner, developing creative and innovative ways to push forward the organizational mission.
- Responsible for human resource development and oversight, policies and procedures, ensuring legal compliance, and use of best practices.

Advocacy and Community Relations

- Develop, maintain, and enhance strategic partnerships and external collaborations to advance Boulder Treasure's reputation in the field and standing in the community.
- Build positive relationships with community stakeholders including our apprentices and their families and employers, funders, and our customers, neighbors, and community leaders.
- Actively participate in networks and associations which promote continuing education and awareness in areas such as legislation affecting IDD services, field trends and best practices, and workforce development.

Board Coordination

- Collaborate with an engaged board of directors, together ensuring we live up to the organization's values, mission and vision.
- Support the board's governance, fundraising and strategic planning responsibilities.
- Assemble quarterly Board of Directors reports including financial status and projections, program progress, and other important updates from the organization.
- Additional responsibilities and duties as assigned by the board.

Desired Qualifications

An Ideal Candidate Will:

- Lead with humility, compassion, kindness and humor
- Be a big-picture thinker that can build out processes for long-term sustainability while also balancing agile, creative problem solving needed for short-term effectiveness.
- Understand the “system” but not constrained by it.
- Demonstrate excellent written and verbal communication skills, stay calm under pressure, and model emotional maturity and self-awareness.
- Be a go-getter who is not afraid to talk about and ask for money, talk to the press, or try big new ideas.
- Demonstrate an eagerness to learn, think critically, acknowledge what they don't know and seek advice when needed.
- Have experience working with people with developmental disabilities or other marginalized populations, and a passion for advocating for and walking alongside them.
- Have experience managing staff and/or volunteers, preferably with a nonprofit.
- Have experience in nonprofit management, fundraising, strategic planning and/or marketing and communications.
- Value and advocate for diversity, equity and inclusion in the workplace – and exploring how barriers for people with disabilities intersect with those of other marginalized groups – and be willing to speak up when you see us fall short.

Other things to note:

- Bachelor's degree in a related field preferred
- This is a salaried, exempt position, which may involve evening/weekend work.
- Reports to Boulder Treasures Board of Directors
- Location is in Boulder, Colorado. Applicant must be able and willing to work in the public space during COVID-19 recovery (in compliance with The Governor's mandates). It is not possible to carry out this position entirely remotely.
- Applicant must have computer literacy and/or the ability to learn and manage team use of a variety of tools and platforms as required for communication and management, data and financial analysis and inventory/POS management.

Compensation

Salary Range:

- \$70,000 - \$90,000 per year depending on experience

Benefits:

- Health insurance stipend
- Paid holiday, vacation and sick leave
- Discounted merchandise at Ramble on Pearl
- Free RTD EcoPass

How to Apply

- Send your resume and a letter of introduction to jobs@bouldertreasures.org. Please be sure to mention how you heard about the position.
- Application deadline: October 30, 2020

Boulder Treasures is an "at-will" and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.