

CEO Job Description
Faith-Based Nonprofit 501c3
Denver, CO



Organization – Extended Hands of Hope (EHH)

<https://extendedhandsofhope.org/>

Founded in 2013, Extended Hands of Hope's mission is to offer safe housing and supportive services to survivors of sex trafficking and exploitation. We accomplish this mission through Avanti House Safe Home for girls ages 11-17, Forward Learning Academy On-site School, Carriers of Hope Mentoring Program, Community Outreach, and Personal and Professional Development Courses.

Annual Budget: \$1 million+

Salary Range: \$80,000-85,000

Position

Reporting to the Board of Directors, the CEO will have overall strategic and operational responsibility for Extended Hands of Hope's staff, programs, expansion, and execution of its mission. The CEO will demonstrate commitment to our values, deep knowledge of our mission, and will develop an extensive understanding of our core programs, operations, and business plans.

Responsibilities

Leadership & Management:

- Develop mission-aligned organizational goals and strategies and ensure they are achieved
- Ensure ongoing programmatic excellence, rigorous program evaluation, consistent quality of finance and administration, successful fundraising, effective communications, and efficient systems
- Ensure that EHH is in compliance with relevant federal, state and county laws and regulations, standard accounting procedures, Medicaid contracts, and all internal policies and procedures
- Ensure effective systems to track and evaluate program and organizational components so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Develop, approve, implement, and manage all company policies and procedures
- Lead, coach, develop, and retain EHH's senior leadership team
- Ensure that sound human resource practices are in place
- Develop and manage the organization's budget
- Responsible for oversight of all information technology strategy and applications
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for future expansion
- Inform the Board regularly of internal organization matters including relevant staffing issues, funding and program success, and operational priorities

Fundraising & Communications:

- Cultivate excellent relationships with local media and use these outlets to grow EHH's exposure
- Reach out to the community to present EHH, its vision and services through public presentations, trainings, and by attending relevant business events, conferences and gatherings
- Actively engage and energize EHH's volunteers, board members, committees, partnering organizations, and funders
- Expand local revenue generating and fundraising activities to support existing program operations and future growth
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand

- Work closely with Development staff to strategize and implement ongoing fundraising opportunities including but limited to events, campaigns, direct asks, social media outreach, grants, and sponsorships
- Identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into fundraising opportunities
- Refine existing social enterprise model that is profitable to the overall organization and fulfills its mission

Planning & New Business:

- Strategize, design, implement plans for future expansion of safe homes on current land
- Build partnerships in new markets/locations, establishing relationships with the funders and businesses, foundations, and community leaders
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

Qualifications

Education and Experience:

- College degree and 5 or more years relevant experience or equivalent combination of education and experience
- Experience leading and scaling a nonprofit organization including a proven fundraising track record of a \$1 million+ budget and demonstrated ability to grow revenue and donations
- Experience with, and advanced knowledge of, the complexities of working with childhood victims of sex trafficking and sexual abuse
- Demonstrable leadership, coaching, staff development and relationship management experience
- Past success working with a board of directors with the ability to cultivate existing board member relationships and recruit new quality board members
- History of leading an organization through challenges, times of uncertainty, and through significant growth

Knowledge, Skills and Abilities:

- The CEO will be thoroughly committed to the mission of Extended Hands of Hope
- Demonstrable knowledge of trauma-informed and strength's-based programming
- Knowledge of human services systems such as child social services, juvenile justice system, Medicaid, and out of home placements
- Strong marketing, public relations, and fundraising skills with the ability to engage a wide range of stakeholders and cultures
- Unwavering commitment to quality programs and data-driven program evaluation
- Intermediate understanding Office 365, MS Office programs, and IT management
- Excellent problem-solving skills
- Capable of managing multiple projects and tasks at one time with a positive, solution-oriented attitude
- 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
- A servant leadership attitude exhibited by the willingness to jump in and serve in all departments including but not limited to HR, office administration, operations, and programming

Please send resume and cover letter to careers@extendedhandsofhope.org