



LAKE COUNTY BUILD A GENERATION

Building a movement for community health and well-being

- JOB TITLE:** Executive Director
- CLASSIFICATION:** Full-time, eligible for benefits. Exempt.
- REPORTING RELATIONSHIP:** Lake County Build a Generation Board of Directors
- SALARY RANGE:** \$85,000 to 105,000 per year
- BENEFITS:** Medical (variety of PPO options offered), dental and vision insurance (employer covers 75% for employee and dependents); Annual leave including 14 paid holidays in addition to the days between Christmas and New Years, 14 vacation days (accrued), 3 paid personal days, and sick leave (accrued) (with regular increases to vacation accrual based on tenure); flexible schedule; paid professional development opportunities; 401K match up to 6% annually; opportunities to work from home up to 50% time; supportive and innovative work culture.
- TRAVEL:** The position requires travel within the State of Colorado and possible travel within the United States. Must possess a valid driver's license.
- SCHEDULE:** May require some occasional work at night and on the weekend.
- SUPERVISORY RESPONSIBILITY:** This position directly supervises the Bookkeeper and Office Manager and the rest of the Leadership Team which is made up of the Director of Community Impact and the Director of Emergent Strategy.

ABOUT THIS POSITION

The Executive Director will guide Lake County Build a Generation as it continues to develop its role as a landmark nonprofit in the community. The new Executive Director will help it mature as a high-impact nonprofit organization driven by community wisdom and power. The Executive Director should sustain the organization's high-functioning organizational culture and current strong relationships with funders—while also supporting continuous improvement of the organization and developing additional, sustainable funding streams.

The Executive Director will have the opportunity to develop initiatives that are focused around our community's greatest barriers to health and happiness—and ensure that the

organization continues to effectively harness community power to address community challenges. The Executive Director will work to continue the organization's focus on individual and community power-building—particularly within populations that have been historically marginalized by those in positions of leadership. Lake County Build a Generation aims to serve all Lake County residents, with particular focus on those residents whose voices are less likely to be included in formal positions or forums of power—including youth, elders, those from lower-income households, and members of Lake County's Latine community.

The Executive Director will work closely with the other Directors on the Leadership Team to shepherd the strategic vision for Lake County Build a Generation and secure resources (such as funding or staff) to ensure its execution. The Director will be directly or indirectly responsible for the organization's core functions including fundraising, staff management, budgeting and financial oversight, grants and program management, and reporting to relevant stakeholders. This position and the roles of the Leadership Team may shift based on the skills and passions of the individuals in those roles and the capacity of different Leadership Team members at any given time. The Executive Director will also represent LCBAG within and outside the community at meetings, conferences, or other speaking opportunities as needed, working to promote the visibility of the organization and the community's health equity needs.

ESSENTIAL FUNCTIONS:

STRATEGY + OPERATIONS

- Oversee the implementation of the strategic vision and secure resources (such as staff and/or funding) to ensure its execution
- Shepherd the work of LCBAG in response to community-identified and researched needs while ensuring progress on grant strategies
- Report regularly to the Board of Directors with organizational updates, opportunities, and potential threats to the organization
- Continually evaluate the structure of the organization (both macro and micro) to ensure efficiency and effectiveness

COMMUNITY

- Foster and maintain productive working relationships with organizational partners, community stakeholders and residents. Report to key constituents and stakeholders about LCBAG's work
- Determine the best use of the organization's positional and financial power to support community groups outside of the organization's core initiatives
- Attend relevant community meetings, events, speaking engagements, and conferences to promote the visibility of Lake County Build a Generation

MANAGEMENT

- Directly or indirectly oversee all staff, including hiring, supervision and exit
- Ensure a healthy workplace culture by promoting positive communication, regular feedback, and conflict resolution
- Promote diversity and inclusion among staff, volunteers, and board members whenever possible prioritizing representation from underserved communities

FUNDRAISING

- Identify new revenue streams and secure opportunities to serve the Lake County community, as needed. This includes securing funding from private donors to support agency goals and securing occasional fee-for-service work in-line with LCBAG's mission
- Identify and respond to requests for proposals from local and national foundations to provide funding for LCBAG's work, including securing additional unrestricted funding
- Develop project budgets and work with the Bookkeeper and Office Manager to track accounting to meet funder requirements
- Ensure all reporting is being completed in a timely manner

PROGRAMMING

- Provide guidance and leadership to staff and organizational partners engaged in coalition building, research, education, and policy initiatives
- Cultivate the organization's evaluation practice and help it grow into a more robust practice that drives decision making and communications for the organization
- Guide the organization's policy and advocacy work to promote more just and equitable policy implementation in Lake County
- Participate in and support staff with projects as necessary and as time permits

REQUIRED QUALIFICATIONS:

We seek a candidate who shares our passion for making Lake County a healthier place for youth and families. Within this context we are looking for someone collaborative, visionary, and unflappable who possesses the following skills and expertise:

- Strong facilitative leadership skills and experience engaging diverse communities
- Excellent communication skills, both written and verbal
- Ability to listen and become knowledgeable about the concerns and priorities of community stakeholders

- Ability to work as part of a team, leading with transparency and responsiveness.
- Organized, diligent, and able to prioritize a varied workload
- Ability to problem-solve and prioritize, particularly around complex systems-level issues
- Experience engaging in systems change, developing, coordinating, and supporting community initiatives
- Understanding of, and willingness to learn more about, systemic racism and how it impacts social determinants of health among communities of color
- Experience developing and managing nonprofit budgets and financial reports
- Proficiency or willingness to learn Microsoft Word, Excel, Power Point, Adobe, Wordpress, and G-Suite
- Knowledge of, and commitment to, the Lake County community—or a passion for developing this knowledge and commitment

OTHER QUALIFICATIONS

These qualifications are not required, but would be helpful to candidates in this position:

- Bilingual in English and Spanish
- Lived experience with the Latine community culture
- Background in nonprofit work with previous experience in a management role or as an Executive Director
- Fundraising experience - specifically in the areas of donor engagement and cultivation
- Experience with, or a passion for learning about, organizational development
- Experience implementing solutions to the challenges LC BAG is committed to addressing (such as affordable housing, food access, or childcare access)
- Experience in policy development and systems change work
- Lived experience with the challenges that LC BAG is committed to addressing (such as accessing affordable housing, healthy food, or childcare)

ADDITIONAL INFORMATION:

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Lake County Build a Generation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

TO APPLY: Please email a resume and cover letter to keisha@lcbag.org. All cover letters should address: 1) why you are interested in leading Lake County Build a Generation, 2) why you are interested in relocating to Leadville or Lake County if you do not currently live here, and 3) how your understanding of racial, class, and language equity will influence your approach to this role.

ANTICIPATED TIMELINE:

August 6, 2023: Applications due via email for first round consideration
August 13, 2023: Initial Interviews Scheduled
September 26, 2023: Hiring Decision Made

The position is open until filled; however, applicants should apply by EOD Sunday, August 6, 2023 to be in the first round of consideration.

QUESTIONS:

We are more than happy to answer any questions that will help applicants better understand our organization or the position. If you have questions that we can help answer, please reach out to current Executive Director Noah Sosin at noah@lcbag.org

ABOUT LAKE COUNTY BUILD A GENERATION

Lake County Build a Generation (LCBAG) is a nonprofit organization located in Leadville, Colorado, dedicated to building a movement for community health and well-being throughout the County. The LCBAG team works with community members on the issues that matter most in the community, such as access to food, housing, and childcare. Staff members are passionate about youth, families, seniors, and the success of the community. In November 2019, Lake County was awarded the Robert Wood Johnson Foundation's Culture of Health award for pursuing innovative ideas and bringing partners together to rally around a shared vision of health—based, in part, on the work of this agency.

Lake County Build a Generation has been in existence since 1997, as a project of the Lake County Public Health Agency. It became an independent nonprofit organization on January 1, 2020.

We believe:

- Health is more than health care: Many factors influence our health, including housing, transportation, education, access to healthy food, and physical activity.
- Inequity is real: Living a healthy life is more easily accessible for some people than it is for others because of the environment in which they live. For example, although

Lake County residents make about 25% less than the national average, we pay 18% more for food.

- Inequity is systemic: Shortcomings at the systems-level are not the fault of any individual—they stem from the distribution of wealth and power that has been perpetuated over decades. Where we live impacts more than just our access to healthy food, it also dictates how much residents pay for basic needs and services. For example, while housing rental rates in Lake County may not seem high compared to the rest of Colorado, we have the highest percentage of cost-burdened renters of any county in the state.
- Change is possible. We have the ability to change the way we approach health by changing what does not work in our community and identifying/building on what does. By engaging a diverse group of Lake County residents in community change, we will ensure that a healthy life is accessible to all Lake County residents, regardless of who they are or how much they earn.

You can also view our Theory of Change and read more about our approach here:

<https://lcbag.org/our-approach/>