



## THE DENVER FOUNDATION

### **JOB TITLE:**

Mile High Connects (MHC) Executive Director

**Reports to:** Mile High Connects Steering Committee and Deputy VP Programs, The Denver Foundation

### **POSITION SUMMARY:**

The Executive Director provides leadership and strategic direction for MHC by managing the integration of MHC's five core issue areas: transportation policy, health, housing, education, and jobs. This role is the external face of MHC and serves as its primary representative and spokesperson in the community. The Executive Director ensures that all MHC members are working effectively and efficiently to achieve the mission and the goals and outcomes laid out in the collaborative's [strategic plan](#). In addition, the Executive Director works with community-based organizations, local residents, elected officials, government staff, regional agencies, developers, and other key stakeholders to implement MHC's strategic plan. The Executive Director is a leased employee of The Denver Foundation. This individual is substantively accountable to and serves at the pleasure of the MHC Steering Committee

### **ABOUT MILE HIGH CONNECTS:**

Mile High Connects (MHC) is a broad collaborative of private, public, and nonprofit organizations committed to increasing access to affordable housing, good jobs, quality schools, and healthy communities through public transit. By increasing resources, influencing policy, and working with residents, MHC seeks to leverage the current and expanding Metro Denver transit system to promote a vital region full of opportunity for everyone. Our mission is to ensure that the Metro Denver regional transit system fosters communities that offer all residents the opportunity for a high quality of life. Mile High Connects is under the fiscal agency of The Denver Foundation. More information can be found at our website [www.milehighconnects.org](http://www.milehighconnects.org).

### **ABOUT THE DENVER FOUNDATION:**

We're The Denver Foundation, Colorado's largest and most experienced community foundation. We're rooted here, and we've worked in this community for 90 years. Today we're building from that experience, and working with the whole community to define a shared vision for the future. We believe that when we work together, we will bring that shared vision to life. Denver is our home, and it is growing and changing like never before. The idea of what this community can become fuels our passion to do more. Together, we can think bigger. Go further. And build a future where there's opportunity for everyone. The Denver Foundation is a 501(c)3 nonprofit organization.

### **RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Lead and ensure implementation of strategic plan and annual work plan
- Develop and ensure high level functioning of core collaborative structure

- Manage MHC core partner relationships
- Oversee MHC evaluation work
- Hire and manage Grants and Operations Manager, Program Coordinators and independent contractors
- Lead communications strategy and serve as public face of MHC
- Represent MHC in community and decision-making bodies
- Lead funder cultivation and development efforts
- Lead development and management of annual budget
- Staff MHC Steering Committee and MHC Advisory Council
- Participate in committee and provide leadership in internal equity/inclusiveness work
- Form and cultivate relationships with decision makers and critical partners
- Develop and lead MHC policy efforts
- Regularly spend time in communities directly affected by the buildout of the Denver Metro regional transit system, particularly low-income communities and communities of color.
- As time and resources allow, provide support to outside community efforts that relate to MHC overall objectives
- Engage in programmatic and staff building activities within The Denver Foundation as a member of the Programs Department

#### **REQUIRED QUALIFICATIONS:**

- Minimum five years of relevant experience
- Content knowledge/expertise in one or more of MHC's focus areas
- Extensive experience leading a collaborative or broad network
- Experience working with or being accountable to a board of directors
- Fundraising and grantwriting experience at local and national levels
- Ability to work quickly and effectively on multiple high-level projects
- Understanding of equity and social justice issues
- Strong analytic, problem-solving and conflict resolution skills
- Strong public speaking skills
- Ability to effectively facilitate and lead meetings
- Supervisory experience

#### **PREFERRED QUALIFICATIONS:**

- Relevant master's degree a plus

#### **WORK ENVIRONMENT:**

The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is a frequent requirement of the job and some national travel may also be required. The position will occasionally be asked to staff evening events.

#### **PHYSICAL DEMANDS:**

- Daily communication via phone.

- Frequent extended hours in front of a computer screen with or without accommodations.
- Occasional carrying of objects up to 20 pounds.
- Regular group and public speaking.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

- Must be authorized to work in the United States.
- Valid Colorado driver's license, insurance, and private vehicle.
- Must be able to provide at least three professional references.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

**COMPENSATION:**

The hiring range for this position is \$85,000 - \$100,000. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances.

**APPLICATION PROCESS:**

Interested applicants should send (1) cover letter, (2) résumé, and (3) three work-related references in a single PDF to [hr@denverfoundation.org](mailto:hr@denverfoundation.org).

**Applications should be submitted by March 31, 2017.**

**THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY:**

The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*