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Position Description

Executive Director, Colorado Springs World Affairs Council (CSWAC)

[Part-Time]

Mission

We are a nonpartisan forum for education and engagement on world affairs.

Who We Are

Founded in 1979, the Colorado Springs World Affairs Council is a non-partisan, not-for-profit, educational organization.

Our purpose is to help prepare this and the next generation to be informed citizens of a global power and effective participants in a global marketplace.

Our guiding principle is that an informed and engaged citizenry must be the foundation for shaping policy in a free society. This is especially true in the domain of foreign policy, where global issues are increasingly complex and international relationships are increasingly interdependent.

The Colorado Springs World Affairs Council is a member of the [World Affairs Councils of America](#), a national network of over 90 autonomous councils across the United States, and [Global Ties U.S.](#), an organization that powers individuals, communities, and nations to build trust and advance peace and prosperity through international exchange.

Position

The Executive Director serves as a part-time staff director of the Colorado Springs World Affairs Council. The Executive Director is responsible for overseeing the administration, staff, programs, and development and implementation of the organization's strategic plan. Other key duties include fund development, marketing, and community outreach. The position reports directly to the Board of Directors through the President of the Board.

This is a half-time position, with the possibility of development to full time.

General Responsibilities

- 1) *Board Governance*: Works with the Board of Directors to fulfill the Council's mission.
 - a) Responsible for leading in a manner that supports and guides the Council's mission as defined by the Board of Directors.
 - b) Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) *Financial Performance and Viability*: Develops resources sufficient to ensure the financial health of the Council.

- a) Responsible—in concert with the treasurer—for fiscal management of the Council, including operating within the approved budget, working to ensure maximum resource utilization, and maintaining the Council in a positive financial position.
- b) Responsible—in concert with the Board—for fundraising and developing other resources necessary to support the Council’s mission.
- 3) *Organization Mission and Strategy*: Works with the Board of Directors and volunteers to fulfill the Council’s mission, through programs, strategic planning, and community outreach.
 - a) Responsible for developing and maintaining—in concert with the Board of Directors—the Council’s strategic plan to sustain the organization into the future.
 - b) Responsible for implementation of programs that carry out the Council’s mission.
 - c) Responsible for the enhancement of the Council’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- 4) *Organization Operations*: Oversees Council resources and operations resources to ensure they are effectively employed in support of the Council’s mission.
 - a) Responsible for effective administration of Council operations.
 - b) Responsible for the recruitment and retention of competent, qualified staff and volunteers.
 - c) Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, within guidelines and policies approved by the Board of Directors.
- 5) *Staff Management*: Accomplishes Council objectives by managing staff; planning and evaluating staff activities.
 - a) Maintains staff by recruiting, selecting, orienting, and training employees.
 - b) Ensures a safe, secure, and legal work environment.
 - c) Develops personal growth opportunities.
 - d) Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.
 - e) Coaches, counsels, and disciplines employees.
 - f) Develops, coordinates, and enforces systems, policies, procedures, and productivity standards.

Specific Job Responsibilities:

- Develop fund development strategies to provide for program growth as well as current operations.

- Plan and operate activities within the approved annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Oversee Membership Database is maintained and updated, with reports to the Board of Directors, including issuance of invoices for dues and programs, as required, and any necessary follow up.
- Ensure regular communication with Council members to ensure they are familiar with the benefits of membership.
- Ensure effective marketing of Council programs to members, the media, partner organizations, and the general public.
- Oversee maintenance and update of Council website.
- Oversee coordination of all logistics, transportation, lodging, food, and venues associated with Council programs and hosting of Council guests in the city.
- Oversee the daily administrative duties of the Council.
- Serve as the Council's spokesperson to the Council's members, stakeholders, media and the general public.
- Establish and maintain relationships with various organizations throughout the community to develop partnerships that can advance the Council's mission.
- Collaborate with the Board of Directors in developing and updating the Council's strategic planning efforts and ensure implementation of the plan.
- Facilitate meetings of the Council's Board and other committee meetings.
- Review and approve contracts for services, in coordination with the President and Treasurer.

Professional Qualifications:

- Bachelor's degree or higher
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Proven history of fund development abilities, member development strategies, and donor relations relevant to the nonprofit sector.
- Effective, hands-on budget management skills, including budget preparation, analysis, and reporting.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Ability to convey a vision of The Colorado Springs World Affairs Council's strategic future to staff, Board of Directors, Council members and donors, partner organizations, and volunteers.
- Collaborative skills relevant to working with the Board of Directors, Council members, and volunteers.
- Strong written and oral communication skills, including public speaking.
- Ability to interface with and engage diverse volunteers, donor groups, and community

partners.

Terms:

- This position is a part-time position, anticipated to be on a 50 percent basis.
- Compensation range \$31,000-\$35,000 annually, commensurate with experience and other qualifications.
- Desired start date is 1 October 2021, or as soon as possible thereafter.
- Email resumes to Karl Schneider (karl.k.schneider@gmail.com) , President, and Karen Burghart (karen@csworldaffairs.org), current ED