

### Job Description

**Position:** Regional Director – Western  
**Classification:** Exempt  
**Reports to:** Chief Operating Officer  
**Location:** Grand Junction  
**Starting Salary:** \$62,818

**Position Summary:** Colorado Health Network, Inc. (CHN) is a statewide nonprofit health services organization based in Denver with offices in Colorado Springs/Pueblo, Fort Collins/Greeley and Grand Junction. Its mission is to equitably meet the evolving needs of people affected by HIV and other health conditions through prevention, care and advocacy.

The Regional Director is responsible for managing all business matters of the Western regional office in Grand Junction, CO in accordance with regulatory requirements, standard operating procedures, and budgetary guidelines within statewide corporate policies and procedures. Duties include overseeing personnel management in collaboration with programmatic directors (15%), financial management (5%), office administration/building operations (15%), fundraising and community/public relations (65%). There will be regularly scheduled meetings in Denver and occasional travel throughout the Western Region. The Director in our Western office will work closely with development staff and corporate staff in Denver. The Director will serve as the representative from the Western Region on the CHN Management team. This position is responsible for regional fundraising activities to include: coordination of the Regional Council, special events, fundraising, database management, direct mail, donor qualification, cultivation, stewardship, and other fundraising activities.

The appropriate candidate will have strong leadership skills, the ability to manage multiple priorities simultaneously, enjoy outreach and relationship building, and has the ambition to grow and thrive within the organization. The Regional Director is a strategic thinker who communicates professionally and effectively with volunteers, donors, and community stakeholders. This person is a team player with energy and drive with a well-rounded and diverse set of skills focused on achieving the goals of the organization while effectively leading local team members.

#### **Essential Job Functions:**

##### *Regional Management*

- Monitor the overall operation of the regional office in Grand Junction to ensure that it is in compliance with all regulatory requirements and operating standards.
- Manage office administration including, but not limited to, supplies, equipment, maintenance, utilities, landlord relationships, etc.
- Promote a positive working relationship with community and other regional organizations, as well as state and local entities, through public speaking and participation.
- Collaborate with marketing and development staff in the design and creation of regional marketing strategies.
- Establish and maintain open communication with staff, individuals receiving services, donors, community supporters and corporate staff.
- Provides content from the Western Region for the statewide newsletter.
- Provide exceptional leadership to the staff in the Western Region.
- Provide direct supervision of the office program assistant.
- Actively collaborates with statewide Program Directors to provide indirect (day to day) supervision of all office managers and staff.

- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Serve as a staff representative to the Regional Council.
- Ensure the Regional Council develops community partnerships, maintains and increases funding for events and programs for the region.
- Serve as a representative of the regional office and attend regularly scheduled meetings as appropriate.
- Travel throughout the Western Slope of Colorado and to the Denver Metropolitan area is required.
- Some weekend and evening work is required.

#### *Special Events and Fundraisers*

- Work with Development staff to implement key event goals, coordinate logistics, and assist with promotion and marketing of events.
- Coordinate organizational participation in local Pride events included but not limited to Grand Junction, Durango, Vail, and Aspen.
- Coordinate organization participation in other culturally relevant events throughout the region as needed.
- Manage electronic reservation systems for events.
- Serve as the Day of the Event Manager for regional events.
- Secure event sponsorships, in-kind contributions, and secure auction items commitments for both live and silent auctions.
- Coordinate event promotion through electronic/social media through collaborations with the Development Department.
- Recruit, train and supervise volunteers, and participate in post-event evaluations.

#### *Database and Administration*

- Maintain accurate records of donors.
- Generate timely and appropriate recognition letters.
- Designing and implementing donor queries, reports and correspondence, as well as inputting volunteer and event information.

#### *Development*

- Develop and implement strategies to encourage new or increased contributions to the organization.
- With the Denver development team, coordinates the annual Community Shares Work Place Giving Program for the Western Region.
- Participate in key community events which foster organizational relationships and engage in outreach opportunities as identified.
- Provide support to event committees.
- Collaborate, with the state development office, in the creation of regional fundraising goals.
- Implement and direct regional fund and resource development, including identification of funding prospects, grant shaping, grant writing and collaboration with foundations and donors.

***This list is not meant to be a comprehensive list of job duties. Other duties may be assigned.***

**Qualifications:** Outstanding organizational and leadership skills are a must. Experience with donor cultivation, event planning, operations, and database software. Must be able to learn and effectively manage fundraising software. Experience with HIV/AIDS preferred.

***We highly recommend people of all life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized communities.***

**Education:**

Bachelor's degree in marketing, communications, business or nonprofit management, or a related program of study. Master's degree preferred.

**Software Utilized:**

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, and the internet. Experience with fundraising, contact management or other database software preferred.

**Knowledge, Skill and Ability:**

Demonstrated knowledge of fundraising best practices for nonprofit agencies and organizations, strong leadership and management skills. Excellent communications skills including demonstrated ability to structure large amounts of information in a written document that is clear and easy to understand. Demonstrated ability to effectively manage individuals and teams in a dynamic work environment. Strong interpersonal skills. Ability to successfully work independently and as a member of a team. Ability to organize and coordinate activities with multiple deadlines. Willingness and ability to work with diverse populations - persons living with HIV, the LGBTQ+ community, persons of various ethnic backgrounds, disenfranchised communities.

**Material and Equipment Directly Used:**

Works with computer workstations, laptops, servers, and standard office equipment. Works with software, including electronic health records, client/patient data systems, word processing, spreadsheet and presentation software as well as with online systems. Communicates with partner organizations and vendors using the telephone, e-mail, the Internet, and fax.

**Physical Demands and Work Conditions:**

Works in an office environment. May travel via automobile or airplane to offsite locations. Must have and maintain a valid Colorado driver's license and auto insurance. Requires ability to lift up to 45 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding. Requires ability and willingness to work in environments where alcoholic beverages are served.

**As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.**

**General Benefits Description:**

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Insurance, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

**How to Apply**

Please email a cover letter and resume (subject line must be "Regional Director – Western") to the Human Resources Department at [HR@coloradohealthnetwork.org](mailto:HR@coloradohealthnetwork.org)

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application deadline: 6/30/2021