

### **Job Description**

<b>Position:</b>	Regional Manager – SCHN
<b>Classification:</b>	Exempt
<b>Reports to:</b>	Director of Development & Stewardship
<b>Location:</b>	Colorado Springs
<b>Starting Salary:</b>	\$53,331

**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. Southern Colorado Health Network (SCHN) promotes this mission in the 25 counties of Southern Colorado with offices in Colorado Springs and Pueblo.

The Regional Manager is responsible for managing all business matters of the Southern regional office in Colorado Springs and a satellite office in Pueblo, CO in accordance with regulatory requirements, standard operating procedures, and budgetary guidelines within state-wide corporate policies and procedures. Duties include overseeing personnel management (10%), financial management (5%), office administration/building operations (20%), fundraising and community/public relations (65%). This position is based in Colorado Springs. There will be regularly scheduled meetings in Denver, in the Pueblo office and occasional travel throughout the Southern Region. The Manager in our Southern office will work closely with development staff and corporate staff in Denver. This position is responsible for regional fundraising activities to include: coordination of the Southern Regional Council, special events, fundraising, database management, direct mail, donor qualification, cultivation, stewardship, and other fundraising activities.

The position assists in planning and producing assigned fundraising events including, but not limited to, the annual Red Ribbon Ball, the annual Women and Girls Awareness event, and the IndyGive campaign. This includes recruiting and managing volunteers in support of those and other events. This individual also provides support to events based out of the Denver office and statewide as needed.

The appropriate candidate will have 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 Manager 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.

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

##### *Regional Management*

- Monitor the overall operation of the regional office in Colorado Springs and Pueblo to ensure that it is in compliance with all regulatory requirements and operating standards.
- Provide property management for the building owned by the organization in Pueblo. This includes property rental and oversight.
- Manage office administration including, but not limited to, supplies, equipment, maintenance, utilities, landlord relationships, etc for both the Colorado Springs and Pueblo offices.
- 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.
- Maintain open communication with staff, individuals receiving services, donors, and community partners.

- Provide content from the Southern Region for the statewide newsletter.
- Maintain a climate which attracts, keeps and motivates a diverse staff of top quality people.
- Provide supervision for SCHN Program Assistants in Colorado Springs and Pueblo offices.
- Serve as a staff representative to the Southern Regional Council.
- Ensure the Southern Regional Council develops community partnerships, maintains and increases funding for events and programs for the region.
- Travel throughout the 25 counties of Southern 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 Colorado Springs, Pueblo, and Alamosa.
- 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*

- Developed and implement strategies to encourage new or increased contributions to the organization.
- With the CHN Development team, coordinate the annual Community Shares Work Place Giving Program for the Southern Region.
- Participate in key community events which foster organizational relationships and engage in outreach opportunities as identified.
- Collaborate with the CHN Development team in the creation of regional fundraising goals.
- Implement and direct regional funds 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 skills are a must. Experience with donor cultivation, event planning, operations and database software preferred. Must be able to learn and effectively manage fundraising software. Experience with HIV/AIDS preferred.

#### **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, and 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.

**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.

***We highly recommend people of all educational background and 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.***

**How to Apply:**

Please email a cover letter and resume (subject line must be "Regional Manager") 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).

**Closing Date: Open Until Filled**