

Job Title: Executive Director (Full-Time)
Employer: Denver Indian Family Resource Center (DIFRC)
Address: 1633 Fillmore St., Suite GL2, Denver, CO 80206
Phone: 720-500-1020
Website: www.difrc.org

Our Mission: To strengthen vulnerable American Indian/Alaska Native children and families through collaborative and culturally responsive services.

Our Vision: Generations of healthy, strong American Indian children and families.

Position Summary:

The Executive Director will possess significant knowledge and passion for DIFRC's service areas of Family Development, Family Reunification, Indian Child Welfare Act advocacy, and Prevention and Community programs.

- The Director must be committed to fulfilling DIFRC's mission, vision, and values through direct oversight of operations including but not limited to administrative, programmatic, financial development, risk management and human resources activities.
- The Director is responsible for continually assessing and improving DIFRC's operations and must be willing and able to serve as the professional face of the organization to the community, potential donors and media.
- The Director must possess strong leadership and management skills including clear, compassionate, and collaborative communication and judicious decision making.
- The Director must be a person of high integrity who builds trust with and successfully motivates and influences others, both inside and outside of DIFRC.
- The Director must be highly sensitive, knowledgeable and responsive to the specific needs of American Indians in an urban setting, as well as other diverse populations, and must be committed to promoting this cultural responsiveness at all levels of the organization.
- The Director must be highly self-motivated and capable of organizing, distilling, and prioritizing large amounts of information.
- The Director reports directly and is accountable to the Board of Directors and will implement their directives, policies, and procedures.

Essential Duties:

1. Demonstrates passion and knowledge for helping families to increase their resilience, strengths, and protective factors to become safer, stronger, and more self-reliant.
2. Provides high-quality individual and group supervision, management and leadership to all DIFRC staff and advances a positive organizational climate that fosters a productive and cooperative team.
3. Displays strong leadership by communicating frequently with government, funders, tribal agencies, and other organizations to ensure DIFRC remains a major community partner with public and private organizations, tribes, businesses and other external agencies.

4. Guides effective programming to meet identified objectives and achieve the mission of DIFRC.
5. Directs and manages DIFRC's human resource, financial, and administrative functions.
6. Leads staff in planning, administering, and monitoring DIFRC's Board-approved annual budget.
7. Leads the organization's fundraising and marketing efforts.
8. Reports directly to the Board of Directors and maximizes their support in fulfilling organizational responsibilities.

Requirements:

- Master's degree in Social Work or related field, OR a Bachelor's degree and at least five (5) years of progressively responsible experience in management, administration, fundraising, and supervision at a public, tribal, or non-profit organization.
- Experience working with American Indians and extensive knowledge of American Indian/Alaska Native cultures and histories. Experience working specifically with urban AI/AN communities is preferred.
- Knowledge of social work theory, practice and interventions, and understanding of the major theories of human development, historical trauma and oppression, group dynamics, and behavioral/mental health.
- Extensive experience in budget planning and administration, collaborative program development, information systems, research, and knowledge of federal and state programs and practices.
- Good computer skills.
- Understanding of government agencies including the child welfare and legal system is highly preferred.

Other Requirements:

- The candidate must successfully pass a criminal background check
- The candidate must possess and maintain a valid driver's license and motor vehicle insurance.

The position is a full-time, exempt position. Salary range for this position is \$80,000 to \$90,000. Benefits include generous health insurance coverage for the eligible employee, as well as vision, dental, life insurance, short-term disability, retirement fund match and paid time off.

Instructions to apply:

Please submit your letter of interest and resume to Adrienne Maddux, DIFRC Board Vice Chair, at amaddux@dihfs.org. Please list subject as "DIFRC Executive Director." No phone calls, standard mail, incomplete submissions or faxed applications please.

This position will be open until filled. Please apply early as applications will be considered on a rolling basis.