

**President  
The Gathering Place**

**Agency Overview:**

The Gathering Place (TGP) is a Colorado-based nonprofit focused on providing services and programs that meet basic needs, foster personal growth, and build community. TGP is the only daytime drop-in center in metropolitan Denver that serves women, their children, and transgender individuals who are experiencing poverty, many of whom are also experiencing homelessness. While we refer to those we serve as "members," no fees are ever charged for our services or programs.

**Position Overview:**

The Gathering Place's President is responsible for all aspects of the organization, including fulfillment of the organization's mission, implementation of the organization's strategic plan, development of the organization's mission driven culture, achievement of fiscal and legal health, and cultivation of philanthropic resources and strategic partnerships. This individual will represent both TGP and its members and serve as the organization's and members' advocate while also promoting the organization's goal of providing community support services for women, children and transgender individuals.

**Mission:**

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

**Guiding Principles**

- TGP serves women, children and transgender individuals who are experiencing poverty or homelessness.
- We believe in hope as an important change agent and hold that hope for everyone.
- We believe deeply in the power of community and continue working to develop it.
- Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

**Position Reports to:**

Governing Board of Directors

**FLSA Exemption Status:**

Exempt

**The Opportunity:**

The Gathering Place is currently undergoing an executive transition for only the second time in its 30+ year history due to the current President's retirement. Over the past three decades, the organization has built a successful foundation and proven track record of providing essential programs and services to its members and established itself as a leader in the community. The next leader of TGP will have the opportunity to expand and leverage this foundation and brand recognition locally and nationally. The organization seeks a leader who is able to communicate, empathize, advocate and boldly lead an organization where diversity and inclusion are at the core of its culture and mission.

## **Essential Duties/Responsibilities** *(shall include, but are not limited to):*

### Organization Mission and Strategy

- Lead the organization toward fulfillment of TGP's mission and vision to ensure members receive the highest quality of services;
- Develop and guide TGP in the successful implementation of the organization's annual strategic plan;
- Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress through the development and attainment of annual goals;
- Actively promote TGP's commitment to diversity and inclusiveness to external audiences, new constituents, donors and other stakeholders;
- Foster positive relationships among the Board and staff, and build an effective team to perform activities to accomplish the TGP mission and purpose.

### Organization Operations

- In collaboration with the Vice President of Internal Resources, ensure effective systems to track program performance and impact, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other constituents;
- Identify and evaluate risks to the organization's people, property, finances, goodwill and image, and work with the Vice President of Internal Resources to recommend and implement measures to control risk;
- In partnership with the Vice President of Internal Resources, ensure sufficient and quality staffing for organizational management and program delivery;
- Model and lead a work environment where employees are held accountable and trusted to communicate openly, perform at their highest level and make valuable and fulfilling contributions to the team;
- Lead, coach, mentor, develop, and retain TGP's high-performance senior management team.

### Board Governance

- Work with the Board of Directors to fulfill the organization's mission;
- Develop, maintain, and support a strong Board of Directors that is engaged with TGP members; serve as ex-officio member of each committee; seek and build board involvement with strategic direction for ongoing operations and future growth;
- Commitment to involving and collaborating with TGP members in the ongoing governance of the organization through the Member Engagement Steering Committee (MESC), a sub-committee of the Board;
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions (i.e., staffing, funding, program success, relevant organization matters).

### Financial Stewardship

- Ensure the development of resources sufficient to ensure the financial health of the organization;
- Review and interpret key financial reports and metrics; work closely with the executive leadership team to develop budgets and organizational projections that accurately reflect the financial condition of the organization;
- Oversee administration of the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Ensure sound bookkeeping and accounting procedures; ensure maximum resource utilization; maintain the organization in a positive financial position.

### Fundraising and Partnerships

- Leverage the current Development team's data analytics strategies to expand revenue generating and fundraising activities to diversify the TGP donor base, in particular younger, diverse donors;
- Broaden TGP's brand recognition to expand the donor base outside of the Denver and Colorado areas;
- Support the Vice President of Resource Development and team's vision and creative revenue strategies;
- Set strategic direction for partnerships with outside agencies, including funders, to leverage their support;
- Establish and maintain relationships with various partner organizations, funders, and community leaders; utilize those relationships to expand TGP's revenue base;
- Utilize external presence and relationships to garner new opportunities;
- In collaboration with the Director of Art Restart, expand and grow TGP's social enterprise, Art Restart, to diversify revenue streams and create sustainable income while supporting members' self-sufficiency.

### Community and Advocacy

- Enhance and promote TGP's image by being active and visible in the community and by cultivating relationships and working closely with other similar professional, civic and private organizations;
- Serve on partner organization boards of directors and/or task forces as appropriate;
- Identify trends, changes or new developments in the community and member base served by TGP;
- Maintain and support TGP's non-partisan stance, while also advocating and supporting TGP's mission;
- Represent TGP, its vision and services through public presentations and by attending relevant business events, conferences and gatherings.

### **Supervisory Duties:**

Provide direct supervision to Vice President of Resource Development, Vice President of Internal Resources, Vice President of Programs and Services, Director of Art Restart, and Administrative Assistant (part-time).

### **Attributes and Experience of Successful Candidate:**

- Knowledge and connections with the Denver non-profit community;
- A history of building effective community partnerships, connections and networks;
- Transparent and high-integrity leadership; experience leading high-performing teams;
- Demonstrated experience leading and modeling diversity, inclusion and equity at all organizational levels (i.e., organizational mission, board, members, staff);
- Experience advocating for gender equality; working and interacting with diverse populations, specifically cisgender women and transgender individuals, and engaging program participants in organizational decision-making;
- Experience working with multicultural and multilingual populations
- Demonstrates an understanding of the causes and effects of homelessness and poverty for women, children and transgender individuals;
- Commitment to data-driven program evaluation; experience developing, implementing and leveraging findings of impact evaluation activities;
- Demonstrated experience building and expanding foundation relationships, experience with donor advised funds (DAFs) a plus;
- Proven track record of fundraising and budget management of an organization with at least an annual budget of \$3-5 million;

- Past success working with a board of directors with the ability to cultivate existing board member relationships and leverage the individual skill sets toward a collective vision;
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures;
- Skilled relationship-builder and spokesperson, able to engage a diverse range of partners including donors, community members, and program participants;
- Experience with understanding and utilizing volunteers in all aspects of programming and operations;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Experience working effectively with conflict in ways that inspire others;
- Entrepreneurial, adaptable, and innovative approach to business planning;
- Experience with expanding and growing a social enterprise to profitability preferred;
- Ability to work and communicate effectively in collaboration with diverse groups of people;
- Effective staff manager who can leverage and channel individual team members' strengths, as well as foster a positive team environment while ensuring accountability;
- Experience with change leadership and change management;
- Knowledge of and hands-on experience with trauma informed care practices is preferred;
- Empathy, passion, integrity, respectful, mission-driven, and diplomatic.

#### **Education, Formal Training and Experience:**

- Bachelor's degree
- An advanced degree is highly valued, equivalent experience will be considered
- Minimum of 5-10 years of executive nonprofit leadership experience

#### **Physical Activities:**

This position mostly functions in an office environment with some light lifting, bending, and reaching.

#### **Five Key Attributes for Hiring at The Gathering Place:**

1. Positive and willing to learn
2. Collaborative
3. Open-minded and committed to diversity
4. Provider of excellent customer service
5. Dedicated to mission

#### **Salary Range:**

\$95,000-\$115,000; commensurate with experience.

#### **How to Apply:**

Applications are accepted through an online portal (link below), where candidates are asked to answer some brief questions and upload a Cover Letter and Resume in one PDF file.

- <https://tgpdenver.org/about/careers.html>
- No phone calls, emails, or mail, please.

#### **Application Deadline:**

Friday, January 25, 2019 by 5:00 p.m. (MT)

---

*The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.*