

OPEN POSITION

THE COLORADO CRIMINAL DEFENSE BAR SEEKS A FULL-TIME EXECUTIVE DIRECTOR

The Colorado Criminal Defense Bar is a mission-driven, 501(c)(6) membership organization that provides support, training and services to Colorado Criminal Defense Practitioners throughout the state. With a growing membership of more than 900 Defense Practitioners, the CCDB acts as a voice for those in the Criminal Defense Community, advocates for the interests of those caught in the criminal justice system, and works to improve our overall system of justice.

The Executive Director position is a full-time position based in Denver, Colorado. The ideal candidate will have a J.D., an M.P.A., or a relevant masters degree in management. Experience in, or a thorough knowledge of, criminal justice and a commitment to protecting the rights of the accused are a must.

ESSENTIAL SKILLS

The Executive Director must have some of each of the following skills and the strong interest in developing weaker skills quickly to meet the challenges of the position. This position requires a self-motivated, confident pragmatic leader who displays sensitivity, diplomacy, and a high level of integrity. The ideal candidate for this position is skilled in facilitation and negotiation.

Organizational Skills: The CCDB organizes professional, social, financial, and educational events throughout the year that are designed, advertised, developed, and presented by CCDB staff, members, and volunteers. The Executive Director must have an ability to work with others to ensure that all aspects of these programs are completed.

Communication Skills: The E.D. must be able to effectively and tactfully communicate with CCDB members, CCDB Directors, vendors, and the public in person, over the phone, and in writing is necessary.

Financial Skills: The E.D. must understand, develop, and maintain the financial records of the organization.

Computer Skills: The CCDB relies heavily on computers to operate, organize, and communicate. The E.D. must have a working knowledge of personal computers, Word, QuickBooks, and Excel. Some knowledge of Access and web site operations is desirable.

RESPONSIBILITIES

The person filling this position will fulfill a spectrum of duties which include:

Organizational Planning and Development: working with the Board of Directors to set organizational goals and implement the necessary steps to achieve these goals as well as the ability to develop the CCDB's newly created 501(c)(3) organization;

Fiscal Management: developing CCDB fiscal resources and managing CCDB's budget and fiscal responsibilities;

Fundraising: designing and executing fundraising plans and goals to build the CCDB's Raptor Fund and Operating Budget each year;

Program Development: designing and developing CCDB training programs and events around the state;

Member Services: designing and developing member services to support CCDB Members throughout the state; and

Management: managing/supervising day to day office operations and coordinating/supporting the efforts of staff, independent contractors, and volunteers.

Salary and Benefits

Scheduling and leave policies are generous. Starting salary range for this position is \$50-60k annually. Health Benefits are negotiable.

This position will remain open until filled. However, the CCDB will seek to fill this position as soon as possible and will begin to set interviews for this position in September. If interested, applicants must submit a letter of interest and resume to Office Administrator Janna Butler Hebel, 955 Bannock St., Suite 200, Denver, CO 80204 or at office@ccdb.org (subject line "CCDB Executive Director Position").