

***Mission:***

**The Colorado Criminal Defense Bar is dedicated to protecting the rights of the accused and is unalterably opposed to the death penalty. We provide training and support to the criminal defense community in an effort to promote zealous advocacy for our clients at every stage of representation.**

**ORGANIZATIONAL BACKGROUND**

**The Colorado Criminal Defense Bar is an established organization of criminal defense practitioners; attorneys, paralegals, and investigators who are dedicated to representing people accused of crime. As an organization, the CCDB is committed to protecting the rights of the accused, opposing the death penalty, and providing training and support to the practitioners that make up the criminal defense community.**

**Founded in 1979, the CCDB has grown dramatically over the last quarter-century. Today, the CCDB maintains a membership of more than 850 practitioners and we continue to grow and develop every day. We can boast that today our membership makes up the core of the criminal defense community in Colorado; practitioners in the public and private sectors and at the municipal, state, and federal levels. We maintain an active Board of Directors, a full-time staff, and regional chapters to meet the needs of our members across the state.**

**The CCDB also maintains a presence at the state capitol. This presence helps ensure that legislation does not unfairly tilt the fairness of the criminal justice system against those who are accused of crime.**

**Our members draw strength from the statewide and regional defense oriented services and benefits that the CCDB provides.**

**POSITION OVERVIEW**

Colorado Criminal Defense Bar's and Colorado Criminal Defense Institute shared Executive Director position has the ultimate responsibility for leading these organizations and will have an initial focus on implementing all programs and strategies identified by the organizations' Boards of Directors. The Executive Director will be responsible for fundraising, organization and program development, public relations, staff relations and development, and community organizing and partnerships. The Executive Director will work closely with the Board of Directors to further the vision and mission of Colorado Criminal Defense Bar and Colorado Criminal Defense Institute Fund.

<b>Position:</b>	Executive Director
<b>Hours:</b>	Full-time, must be able to work evenings and weekends
<b>Salary:</b>	Please include salary requirements in application
<b>Benefits:</b>	To be determined on an individual basis; paid time off
<b>Reporting to:</b>	Colorado Criminal Defense Bar and Colorado Criminal Defense Institute Board of Directors

The Executive Director (ED) of Colorado Criminal Defense Bar and Colorado Criminal Defense Institute will be a leader who will work with the Board and staff to fulfill the organizations' vision and mission.

**The Executive Director has seven major areas of responsibility:**

1. Organization and Program Development;
2. Community Organizing and Partnerships;
3. Lobbying and Legislative Oversight;
4. Fundraising;
5. Marketing, Public Relations and Communications;
6. Strategy Implementation; and
7. Operational Leadership.

## **Organization and Program Development**

The ED has responsibility for establishing and continuing to develop an effective organizational structure and creating and implementing the programs necessary to advance the organizations' mission. Specific responsibilities in this area include:

- In partnership with the Board of Directors and consistent with the strategic framework, maintain an effective organizational structure that supports the mission of Colorado Criminal Defense Bar and Colorado Criminal Defense Institute.
- Ensure that that CCDB and/or CCDI educate our members and foster an environment that makes our members better lawyers. This includes the oversight of our Continuing Legal Education Programs and CCDB publications.
- Develop and implement broad public education programs and outreach activities designed to educate and engage Coloradans on issues related to criminal justice.

## **Community Organizing and Partnerships**

The ED has responsibility for creating collaborative partnerships with organizations that share and/or support Colorado Criminal Defense Bar and Colorado Criminal Defense Institute's vision. In addition, the ED must ensure the organizations have strong and effective community outreach and organizing efforts, which engage people across the state in support of the organizations' priority issues. Specific responsibilities in this area include:

- Build coalitions ally organizations and with social movements locally, statewide and nationally in order to advance the mission of Colorado Criminal Defense Bar and Colorado Criminal Defense Institute.
- Identify and create opportunities to establish a statewide grassroots effort in support of our mission and criminal justice issues;
- Provide leadership and direction to field and organizing staff.

## **Lobbying and Legislative Oversight**

The ED has responsibility for the implementation and oversight of Colorado Criminal Defense Bar's legislative strategy. Specific responsibilities in this area include:

- Maintain, if necessary a personal presence at State Capitol during the General Session of the Colorado Legislature;
- Develop and maintain key relationships with legislative leaders and key decision-makers;
- When necessary, lobby on behalf of Colorado Criminal Defense Bar's legislative priorities;
- Provide leadership and direction to Colorado Criminal Defense Bar's contract lobbyist;
- Activate grassroots activities as needed to support Colorado Criminal Defense Bar's legislative strategies and priorities;
- Inform and collaborate with key political partners and donors.

## **Fundraising**

The ED has responsibility for creating effective fundraising campaigns as well as building and maintaining donor relationships and member programs. Specific responsibilities in this area include:

- Establish necessary development streams to ensure financial stability. Streams include but are not limited to membership dues, major donor, sustained donor, online, direct mail program, events, corporate and foundation;
- Develop an effective membership program to maintain and grow membership base;
- Manage all grant awards in compliance with grant provisions;
- Work with Board Executive Committee to ensure an effective and consistent Board giving program;
- Prepare an annual plan for all fundraising events and activities;
- Function as Chief Development Officer;
- Maintain regular communication with key donors and partners;
- Provide leadership and direction to development staff and consultants.

### **Marketing, Public Relations and Communications**

The ED has responsibility for all marketing, public relations and communications activities and programs. Specific responsibilities in this area include:

- Promote the goals and achievements of the organizations through communications, marketing and advertising;
- When necessary, to act as primary media spokesperson for Colorado Criminal Defense Bar and Colorado Criminal Defense Institute;
- Represent the organizations to other organizations and at public events as necessary;
- Maintain regular communication with the organizations' membership and community partners;
- Ensure message is rooted in relevant research in coordination with community partners and our own membership;
- Provide leadership and direction to communications staff and consultants.

### **Strategy Implementation**

The ED has responsibility for implementing the strategic framework as developed by the Board of Directors. Specific responsibilities in this area include:

- Craft and implement short, mid- and long-term strategic action plans and activities needed to support the strategic framework;
- Monitor and adjust all activities to ensure progress toward strategic goals;
- Provide necessary support, including professional development, to all staff to ensure success in achieving strategic goals;
- Ensure that all internal and external activities and initiatives are conducted with an intentional focus on equity and inclusivity.

### **Operational Leadership**

The ED has responsibility for providing organizational management, leadership and fiscal oversight. Specific responsibilities in this area include:

- Manage and supervise day-to-day operations of Colorado Criminal Defense Bar and Colorado Criminal Defense Institute Fund;
- Develop and manage the organizations' budgets in consultation with the Board;
- Forecast revenues and manage expenses to maintain a balanced budget and cash flow;
- Direct and promote the professional development of all staff members;
- Develop and implement regular training to address inclusion and diversity throughout the organization, including the Board of Directors, staff and supporters;

- Interview, hire and supervise all subordinate staff and conduct annual evaluation of all direct-report staff;
- Promote staff and volunteer development and education;
- Maintain official records and documents, and ensure compliance with federal, state and local regulations;
- Maintain a working knowledge of significant developments and trends in the field;
- Provide information to the Board of Directors as needed and carry out the directives of the Board;
- Meet with the Board's Executive Committee as needed to provide updates on his/her efforts and accomplishments, so that this information can be shared with the Board on a regular basis.

## **Preferred Qualifications**

### **1. Experience**

- Experience in senior management-level positions in non-profit, social justice, governmental or corporate sectors
- Experience with fundraising
- Membership and Donor relations and stewardship
- Demonstrated ability to shape public policy, influence institutional reform or effect organizational change
- Experience in political or social-change campaigns
- Fiscal management and non-profit accounting practices
- Creating and managing budgets
- Strategic planning
- Supervising staff
- Leading an organization through times of growth and transition
- Working with and reporting to a Board of Directors
- Statewide organizations/organizing
- Some criminal defense experience.

### **2. Skills**

- Self-motivated and self-managed
- Excellent communication and interpersonal skills, both verbal and written
- Exceptional speaking and presentation skills
- Outstanding relationship-building skills
- Excellent organization skills and attention to detail
- Ability to develop, initiate and maintain new programs
- Ability to create effective and efficient organizational structure
- Demonstrated ability in building and growing organizations
- Demonstrated ability to manage time, evaluate progress and adjust activities as necessary

### **3. Leadership**

- Committed to the Colorado Criminal Defense Bar and Colorado Criminal Defense Institute Fund vision and mission
- Proven history of effective leadership and staff supervision
- Committed to team-building and staff development
- Ability to effectively interact and collaborate with community leaders, organizations and government bodies
- Political acumen

### **4. Personal Attributes**

- Knowledge of and commitment to criminal justice issues from the defense perspective
- Exceptional work ethic
- Commitment to diversity and inclusion
- Ability to see other points of view

- Ability to work within powerful groups of people, and maintain confidence and “grace under pressure”
- Resourceful
- Persistent and determined

**5. Education**

- Bachelor’s degree or equivalent experience

Please submit your resume and cover letter to Bridget Klauber at 955 Bannock Street, Suite 200 Denver, CO 80204 or electronically at [bridget@klauberlaw.net](mailto:bridget@klauberlaw.net) no later than end of day on December 10, 2013.