



## PRESIDENT & CEO JOB DESCRIPTION

REPORTS TO: Board of Directors  
FLSA STATUS: Full Time, Exempt  
REVISED: August 10, 2023

Denver Architecture Foundation's President & CEO is responsible for implementing the organization's vision and mission and for its programming, fundraising, and outreach efforts. Working closely with the Board of Directors, the President & CEO is a strategic leader, the face of the organization, a convener and partner and a go-to resource and contact in the organization's efforts to promote the best of Denver's architecture and urban design. An inclusive leader, the President & CEO inspires true community engagement.

The President & CEO develops and implements policies and plans, and organizes, coordinates and manages the programs and activities of the Denver Architecture Foundation. The President & CEO manages the annual budget and supervises the staff, contractors, consultants, and more than 100 volunteers.

The President & CEO is the steward of the Denver Architecture Foundation's mission: Inspiring people to explore our dynamic city, experience the importance of design to our quality of life and envision an exceptional future for Denver.

The President & CEO infuses every aspect of the organization's work with the joy of teaching people to see the places and buildings that make Denver exciting and beautiful, to embrace our history and culture, to connect to the environment around us and to be inspired by the impact that the built environment can have on the quality of our lives.

The responsibilities of the President & CEO include the following:

### Strategic Leadership

- Partner with the Board of Directors to ensure that the organization has a long-range strategy and that it achieves annual goals that align with the broader vision.
- Work closely with the Board of Directors to define policy and direction for the organization.
- Direct and manage activities to implement strategic plans, goals, and operating priorities; measure and report goal achievement; evaluate results and revise strategies as necessary.
- Lead the Denver Architecture Foundation's unique role in telling the story of Denver's growth, development and evolution and in appreciating culturally significant places.
- Work in partnership with like-minded organizations, including existing partners History Colorado, Docomomo, Historic Denver, architecture firms, museums, and community organizations.
- Create and maintain new partnerships with the region's architects, builders, place-makers, historians, museums, community organizations, and other external partners.
- Ensure that the organization's operations are consistent with its governing documents, are conducted in an ethical manner, and are true to its mission.

### Justice – Equity – Diversity – Inclusion

- Ensure the organization upholds its Justice, Equity, Diversity and Inclusion (JEDI) value statement and implements related priorities and strategies.
- Center programming on equitable access and the inclusion of diverse voices and perspectives.
- Recruit, support and retain staff and board members who are representative of diverse lived and learned experience.

### Program Management

- Support the Denver Architecture Foundation staff in successful development, enhancement and implementation of the organization's programs:
  - **Doors Open Denver** – Denver Architecture Foundation's signature event is exactly as it sounds – an opportunity to open the doors to the places and spaces that make the Mile High City such a special city in which to live, work, study and play. The President & CEO will lead a reimagined Doors Open Denver in 2024.
  - **The Cleworth Architectural Legacy (CAL) Project awakens young minds to the importance of our built environment.** With the help of architects, engineers and design professionals, teachers lead their students through CAL's multi-week curriculum packed with hands-on activities that build 21st Century Skills: critical thinking, creativity, collaboration and communication, blending these skills STEAM concepts (Science, Technology, Engineering, the Arts and Mathematics). The President & CEO oversees this program and ensures it meets its objectives.
  - **Hard Hat Tours, Audio Tours, Walking Tours, Lecture Series** – Tours, lectures and events highlight unique architecture and design topics and present the public with opportunities to gain knowledge of Denver's built environment, firsthand. The President & CEO oversees this program and identifies opportunities for new or enhanced programming.
  - **Architecture Center** – In the future, Denver Architecture Foundation will open the Denver Architecture Center. The President & CEO will be instrumental in bringing this vision to life.
- Monitor, evaluate and refine programs for consistency in meeting goals and reflecting the organizational values including JEDI values and oversee changes to content as needed.
- Maintain a strong understanding of current trends in serving diverse populations effectively.
- Imagine ways to make programs engaging and new and imagine the next generation of events.

### Revenue Generation

- Provide strategic and operational leadership for earned income generation and growth from membership programs, contributed income, sponsorships and grants.
- Establish clear fundraising strategies, annual goals, and detailed revenue development plans.
- Participate actively in implementing fundraising strategies and tactics and support the board members in active fundraising.
- Engage personally with donors, cultivating strong relationships with foundations, major donors, government agencies and corporations.
- Lead efforts to launch and complete capital and endowment campaigns as needed; participate actively in capital and endowment campaigns, cultivating donors and closing gifts.

### Outreach

- Develop and manage relationships with community partners including government agencies, nonprofit organizations, elected officials, community leaders, and corporate partners.
- Represent the organization with building and design professions, policy-makers and elected officials.
- Serve as the organization's lead spokesperson on media inquiries and public relations.
- Serve as a resource to owners of significant buildings and places.
- Represent the organization with donors and the public at community and private events.
- Find opportunities to bring greater recognition to Denver Architecture Foundation and its programs and to the culturally significant places and building in Denver.

### Board Governance

- Develop and implement strategies to ensure that Denver Architecture Foundation attracts, motivates, and retains members of its Board of Directors who effectively fulfill their governance responsibilities and are committed to achieve the organization's mission.
- Understand and support the role of the board; ensure on-going development of the board to improve the effectiveness of members.
- Provide strong staff support and regular operational and financial data to the board.
- Use the time and talents of board members effectively to advance the mission of the organization.
- Support the board members in developing their fundraising capabilities.

### Team Development/Management

- Oversee the recruitment, employment, and release of personnel.
- Lead, mentor and motivate the staff on a day-to-day basis in a professional manner.
- Ensure that sound management and personnel practices and policies are in place, including regular performance evaluation and staff development and training.
- Ensure that team members across the organization feel connected to each other and to the organization's mission.
- Ensure that JEDI values are embedded fully into the organization and its culture.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

### Budget, Finance, and General Administration

- Take direct responsibility for developing and maintaining sound financial practices.
- Develop and manage annual revenue and expense budgets.
- Achieve budget objectives consistently.
- Establish effective internal controls to ensure accurate financial reporting and monitoring.
- Manage organizational risks effectively, minimizing legal and financial liabilities.
- Work closely with the board to ensure best practices in financial management and to conduct the organization's annual audit.
- Maintain official records and documents; ensure compliance with federal, state, and local regulations.
- Ensure effective facility management and oversight.

### Other Duties as Requested by the Board and Required for Effective Operation

This is a full-time, salaried position requiring no less than 40 hours per week. Work takes place in an indoor office environment. Occasional weekend, early morning and evening work may be required. Work requires some physical exertion such as walking, standing, lifting, carrying or similar activities.

**Denver Architecture Foundation is dedicated to the principles of equal employment opportunity. We prohibit discrimination against applicants and employees on any basis protected by applicable federal or state laws including, but not limited to race, color, national origin or ancestry, religion, creed, age, gender, pregnancy, sexual orientation, gender identity, transgender status, or gender expression, marital status, political affiliation or political service, military or veteran status, or disability.**