



# COLORADO COALITION for RESTORATIVE JUSTICE PRACTICES

## **JOB ANNOUNCEMENT: Executive Director**

The Colorado Coalition for Restorative Justice Practices (CCRJP) is a statewide membership organization comprised of practitioners, organizations and supporters of restorative justice, focused on creating public access to high-quality restorative justice practices statewide.

CCRJP supports the common interests of members by:

- Offering Networking Opportunities
- Conducting Public Education and Outreach
- Promoting Best Practices
- Engaging in Capacity-Building: training; technical assistance; governance support; mentoring
- Providing representation to the Colorado Restorative Justice Coordinating Council according to state statute

### CCRJP Values

- Working collaboratively across sectors to develop and strengthen restorative justice practices in Colorado.
- Building relationships based on principles of respect, inclusivity, curiosity, compassion and humanity
- Within CCRJP, and as its representatives, committing to building, maintaining and repairing relationships restoratively
- Maintaining fidelity to restorative justice best practices as defined by the Colorado Restorative Justice Council's *Code of Conduct and Standards of Training and Practice*
- Remaining open to and inclusive of all voices and perspectives within CCRJP and of those we serve

**POSITION SUMMARY:** The Executive Director is responsible for the planning, organizing and directing of the organization's operations and programs; building collaborative partnerships that enhance restorative practices; ensuring adequate funding through strategic budgeting, grant writing, management, and fundraising; supervising contractors; and working with CCRJP members and the Board of Directors.

### ACCOUNTABILITY:

The Executive Director reports directly to the CCRJP Board of Directors (BOD). The BOD is responsible for the Executive Director's performance evaluations.

## RESPONSIBILITIES:

### Leadership and Strategic Planning

- In partnership with the board of directors, and with input from CCRJP work committees and members, create and implement a strategic plan and track progress toward goals and objectives.
- Support and grow CCRJP membership.
- Act as CCRJP community liaison through presence and contributions at public/community events in accordance with organizational goals.
- Commit to ongoing development and keep up to date about significant developments and trends in the field of restorative justice and restorative practices.
- Be responsible for the recruitment, supervision and release of contractors.
- Actively seek ways to increase diversity, create an equitable organizational culture and use inclusive language and processes.

### Financial Management

- Work alongside the board and contractors to develop actionable fundraising plans including funder relations, grant development and donor relations.
- Work with the Board and contractors in developing and maintaining financial best practices, prepare a yearly budget (update as needed), and operate within budget guidelines.
- Partner with the board to conduct official correspondence and execute legal documents for the organization.

### Board Development

- Inform the board of personnel changes and needs, donor needs, and fundraising and outreach developments.
- Communicate member concerns, needs, and engagement ideas that require board involvement.
- Plan and prepare meeting structure and information for board meetings in coordination with the board President.
- Engaging with the CCRJP Board to identify and pursue training, professional and organizational development opportunities

### Public Relations and Partner-building

- Attend and assist in hosting membership, community and fundraising events.
- Show up for new program kick-offs and celebrations of partners and stakeholders.
- Operate as the point of contact for media, donors and other community members.
- Cultivate relationships with RJ leaders and practitioners, create and maintain processes and documented roles and responsibilities with coordinating agencies.

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[www.CCRJP.org](http://www.CCRJP.org)

- Actively seeking input and involvement from and with CCRJP members and/or community partners, emphasizing voices/perspectives who may otherwise be excluded when creating policies, processes, and partnerships.

#### Technology, Data and Compliance

- Ensure proper technology and related policies are updated and followed to support the essential functions of the organization so breaches are not as likely.
- Maintain official records and documents to ensure compliance with federal, state and local regulations, grant funders and partners with signed memoranda of understanding.

Occasional travel throughout regions within the state (with mileage reimbursement)

#### QUALIFICATIONS:

##### Required:

- Appreciation of and commitment to:
  - CCRJP's values
  - Equity, Diversity, Inclusion & Cultural Humility
  - Restorative justice practices, principles and values
  - Conflict resolution principles & values
- Detail and task-oriented, strong programmatic organizational skills
- Action-oriented self-starter: ability to implement and be accountable to goals, policies, and procedures; to work independently with strong initiative while also performing well in a team environment and working collaboratively with diverse network of partners
- Excellent communication skills steeped in equity and empathy and that are relationship-centered
- At least three years of demonstrated use of reading and interpreting financial statements for organizational or programmatic decision making
- Demonstrated ability to create and manage organizational and/or programmatic budgets
- At least three years of demonstrated nonprofit leadership experience, ideally at the director level
- Extensive grant-writing and grant-management experience, gaining grant awards or equivalent fundraising successes
- Technological proficiency and experience using organizational software and online directories (Microsoft Office, online meeting applications, Google Suite and more) and ability to manage the technical requirements to host hybrid meetings
- A leadership style that is accessible and non-hierarchical, prioritizing consensus decision-making when possible
- Comfortable with continuous improvement of organizational systems and policies; tracking and supporting multiple deadlines, working committees, and member needs

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- Ability to resolve conflicts restoratively: willingness to communicate concerns directly with the person(s) involved and to seek support from someone trained in restorative practices if needed
- Maintain residence in the state of Colorado

Preferred:

- Bilingual in Spanish and English
- Formal or informal experience with or training in trauma-informed care, non-violent communication, motivational interviewing, unconscious bias, equity, diversity and inclusivity in organizations and/or other professional or personal experiences with restorative justice practices
- Experience and training in restorative justice practices either formally or informally and an understanding of how to integrate these practices in relationships and organizational systems

Schedule:

- 25-30 hours per week with the possibility of growing to full time in the future
- Mostly Monday through Friday; variable times depending on events, meetings, etc.

Salary & Benefits

- \$60,000 annual salary
- Flexible hours
- Paid time off
- Health insurance

Work Location: Remote (occasional travel within Colorado is required)

APPLICATION INSTRUCTIONS:

Send:

1. A cover letter stating the applicant's name, address, phone number and email address as well as statements about the applicant's interest in restorative justice and restorative practices, qualifications and relevant experience.
2. A current resume that includes education and job history.
3. A list of 3 references: 2 professional and 1 personal, stating the person's name, phone number, email address and relationship to you.

To apply respond with the above requested application materials to Ames Stenson, Board President, CCRJP at [stenson8@gmail.com](mailto:stenson8@gmail.com).

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The position will remain open until filled, however interested candidates are encouraged to submit a cover letter, resume and references by Sunday, 5/14/23 . Interviews will begin immediately following the application deadline. Qualified candidates will be interviewed as applications are received with a goal of hire by Friday, 6/30/23.

#### Equal Opportunity Employer

The COLORADO COALITION FOR RESTORATIVE JUSTICE PRACTICES is an Equal Opportunity Employer. Employment opportunities at COLORADO COALITION FOR RESTORATIVE JUSTICE PRACTICES are based upon one's qualifications and capabilities to perform the essential functions of a job. CCRJP is committed to making all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, citizenship status, gender, gender expression, marital status, sexual orientation, veteran status, disability, or any other protected class as required by applicable law.

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