



Position Title: Executive Director	Salary: \$105,000 - \$125,000 commensurate with experience
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Position Overview: The Conflict Center seeks an Executive Director that will provide visionary leadership and strategic direction to continue its mission to provide practical skills to embrace and transform everyday conflict. Reporting to the Board of Directors, the Executive Director serves as key representative of The Conflict Center and is responsible for all aspects of the organization, ranging from big picture strategy and vision to operation management to maintaining the positive, people-focused organizational culture. The ideal candidate embodies a passion for the work of The Conflict Center, with the ability to inspire, strategize and manage the wide-ranging aspects of a nonprofit organization.

Key Responsibilities: The Executive Director (ED) is deeply committed and passionate about furthering TCC's mission of reframing conflict, its commitment to restorative principles and its culture of belonging. The ED brings a blend of strategy, collaboration, operational skill and oversight to a thoughtful, dedicated team.

1) **Leadership and Culture**

- Develop, execute and achieve TCC's vision and strategic plan in collaboration with staff, board and community stakeholders.
- Position TCC to adapt and evolve to the needs of the communities served and to the best practices in conflict transformation.
- Maintains working knowledge of current events, legislation, trends, and opportunities in related fields and non-profit management.
- Provides leadership to TCC personnel through effective and supportive management, goal setting, delegation, clear communication, decisiveness, commitment to professional development, and empowerment.
- Provide regular feedback, coaching and mentorship of employees.
- Champions a positive work environment through transparency, open communication, equity and integrity.
- Promote an inclusive, equitable, trauma-informed approach across all programs.
- Nurtures belonging and collaboration, promoting a workplace where all voices are valued and employees feel empowered, thrive and



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mission-driven.

2) Board Relations

- Partner with the Board of Directors to achieve TCC's mission and goals, maintaining open communication.
- Acts as liaison between the board and the organization by providing timely information and updates on strategic initiatives, organizational performance and financial health.
- Partner with the Board of Directors in identifying, recruiting and developing new board members that reflect the strategic needs of the organization.

3) Operational and Program Management

- Oversee efficient and effective day-to-day operations, including oversight of staff, finances and programs. Directly supervise seven employees and provide big picture guidance for intern and volunteer programs.
- Develop and implement an annual budget, ensuring financial responsibility and sustainability.
- Ensure compliance with financial policies, legal requirements, and ethical standards.
- Responsible for sound financial administration and, in coordination with the accountant, provide regular financial reports to the Board.
- Oversee quality assurance programs and data-driven program evaluation.
- Ensure organizational effectiveness by successfully tracking, measuring, evaluating, and adjusting programmatic components on an ongoing basis.
- Maintain policies and procedures in alignment with best practices, organizational needs and funder requirements.
- Direct human resources including performance management and maintaining a strong culture of learning.
- Maintain compliance with all laws, regulations, and guidelines pertinent to the organization's role as an employer and non-profit corporation.

4) Development and Fundraising

- Lead and support fundraising efforts, in collaboration with the Director of Development, identifying new review opportunities through grants and donations.
- Cultivate and maintain relationships with donors, foundations, state funders and community organizations to secure sustainable funding.



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- Drive new partnerships and contract opportunities, fostering continued fee-for-service revenue.
- Work with the Board of Directors to support fundraising efforts and leverage community networks to enhance visibility.

5) External Relations/Communications

- Serve as TCC's spokesperson by promoting TCC's mission in the media, at public events, and in meetings with key stakeholders.
- In collaboration with Communications Manager, use effective messaging and communication strategies to further TCC's mission, brand, and identity in the community.
- Work closely with professional and community organizations to cultivate opportunities, cooperative arrangements, and collaborative programming.
- Act as subject-matter expert on TCC's mission.
- Actively engage with and energize volunteers, board members, event committees, partnering organizations, funders, and all stakeholders.

6) Real Estate and Property Management

- Oversee management of TCC's physical assets and real estate, including TCC's building located in Denver's Sunnyside neighborhood.
- Oversee leasing of commercial space in alignment with TCC values and maintains building culture and tenant relationships.
- Work with Operations Manager and offsite Building Management company to maintain structure and ensure timely repairs.
- When necessary, act quickly and prudently to address immediate building issues.

Experience and Competencies:

- Passion for and understanding of [The Conflict Center Mission and Vision](#)
- Experience in nonprofit management, including 3-5 years in senior leadership role, ideally within conflict transformation, restorative practices, training development or related fields.
- Leadership and team management skills, with ability to inspire and supervise a diverse staff and volunteers.
- Ability to work collaboratively with the Board of Directors and navigate organizational dynamics.
- Experience in program planning, implementation, and evaluation.



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- The demonstrated ability to maintain relationships with a diverse set of partners including funders, school districts, nonprofit organizations, policymakers, and others.
- Experience with budget setting, forecasting, and management.
- Fundraising experience with public funders (e.g. local, state, and federal government), private funders (e.g. local, state, and national foundations), and individual donors.
- Experience in managing fee-for-service programs, including contracting, contract fulfillment, problem resolution, financial management, and reporting.
- Flexible and adaptive problem solver in dynamic situations
- High level of cultural responsiveness, empathetic leadership style and commitment to creating an inclusive work environment.
- Strong interpersonal skills, including the ability to reflect and improve communication and conflict-resolution skills
- Very organized, detailed and excellent time and calendar management; ability to balance big picture and day-to-day details
- Committed to lifelong learning and growth and ability to foster a culture of professional development.
- Exceptional written and verbal communication skills with experience in public speaking, facilitation and community advocacy.

Compensation & Benefits

This is a salaried position based on a typical 40-hour workweek with some weeknight and weekend hours. This is a hybrid position, typical schedule is two days in the office, three days at home. The Conflict Center's current benefits package includes \$500 monthly stipend towards health insurance (three options to choose from from Kaiser Permanente plus dental care and vision), 401(k) retirement plan with employer match up to 3% of salary, generous paid vacation, sick and holiday leave, paid volunteer time off and professional development opportunities. The Conflict Center has infant-to-work and kid-at-work policies as well as maintains a dog friendly building.

Application Procedure

We are thrilled you are interested in applying for this position! The Conflict Center uses an online application process. The position will remain open until June 20, 2025. Qualified candidates will be interviewed as applications are received. [Apply here.](#)



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About The Conflict Center www.conflictcenter.org

The Conflict Center's mission is to equip people with practical skills to navigate, transform and embrace everyday conflict.

Inclusiveness Commitment

In keeping with our values, The Conflict Center is committed to inclusion and equity and to social justice in the elimination of organizational structures and actions that oppress, exclude, limit, or discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, gender identity, family status, or any other characteristic protected by law. TCC defines low-income life experience as struggling with stable housing, struggling to secure reliable employment and/or utilizing some form of government or social assistance. We welcome all who share our mission and vision. We are committed to providing our services to all people where individual differences are respected and valued.