



**Title:** Executive Director

**FLSA status:** Full-time, exempt

**Salary Range:** \$160,000 to \$200,000

**Location:** Basalt, Colorado

**Reports to:** Board of Directors

**Aspen Hope Center History, Philosophy and Function:**

Founded in 2010, Aspen Hope Center opened its doors as a crisis center specializing in crisis care from prevention to recovery. Aspen Hope Center offers crisis prevention services and support daily through community outreach and education and school-based services provided in 16 public, private and charter schools across the valley. Our team of crisis clinicians provide community-based mobile crisis response, crisis stabilization and follow-up supports serving as an alternative to hospitalization. For more than 13 years, Aspen Hope Center's innovative approach to community-based care has sent expert and compassionate clinical support where needed without regard for payment and without delay. Currently, Aspen Hope Center has 38 staff and a budget of \$4.2 million with the bulk of funding provided by state and local contracts and donations.

**Job Summary:**

The Board of Directors seeks an Executive Director (ED) to lead the agency with professionalism, integrity and dependability. Aspen Hope Center's ED oversees the operations of a \$4.2 million agency. The ED will be knowledgeable of nonprofit mental health programming and oversee the programmatic, financial and operational aspects of the organization. The ED plays a strong role in the community by fostering relationships with other businesses, local government, nonprofits and donors to form collaborations and partnerships that best meet the needs of the community.

**Duties and Responsibilities:**

- In collaboration with the Board of Directors and the leadership team, establish and implement the organization's strategic plan.
- Establish and maintain an organizational communication and reporting structure that effectively supports the organization's goals.
- Maintain strong interagency relationships with local mental health providers, human service agencies, school districts, employers and first response partners throughout the community.
- Maintain productive relationships with state and regional regulatory and funding agencies.



- Oversee the preparation of the annual budget and reports on the financial performance of the organization to the Board of Directors and funders as needed.
- Develop and implement policies and practices that comply with federal, state, and local laws.
- Ensure that services meet industry standards for quality and effectiveness and reflect the creativity and innovation for which the Aspen Hope Center is known.
- Develop a strong, competent, and cohesive leadership team.
- Maintain positive relationships with staff at all levels of the organization, involving them in decisions about their work and working conditions whenever possible, and fostering the Hope Center's culture of compassionate and effective patient care.
- Represent the organization at various state and regional meetings and events, and continue to assume a leadership role in crisis services with state and regional behavioral health agencies.
- In conjunction with the Board President and Executive Committee, identify strategic issues and decisions that the Board of Directors should consider.
- In conjunction with the Board of Directors, oversee fundraising efforts, including meeting with potential donors, ensuring organizational support for fundraising events, and preparing materials to be used in fundraising efforts.
- Identify potential legal, financial, and programmatic risks to the organization and work with the Board of Directors and leadership team to mitigate the risk.
- Directly supervise a five-person senior leadership team.

**Knowledge, Skills and Abilities:**

- Knowledge of mental health service delivery
- A track record of innovation and creativity in mental health services
- Clear and direct oral and written communication
- Ability to develop productive relationships with a wide array of people including clients, staff, funders, regulators, donors, board members, and community partners
- Ability to effectively delegate and oversee work delegated
- Strong problem-solving skills



- Ability to quickly develop and articulate an understanding of the programs of Aspen Hope Center, including its functions, goals and history
- Ability to identify and use technology to enhance productivity and communications to include basic office technology, electronic health record systems, and data reporting systems

**Credentials and Experience:**

- Master's degree in nonprofit management, behavioral health, business administration or related field
- Minimum of seven years' experience in executive leadership
- Minimum of five years' experience in nonprofit leadership
- Proven record of success in leading an executive team within a similarly sized organization
- Experience in nonprofit fundraising
- Experience in health or behavioral health service delivery and compliance preferred
- Knowledge of the Aspen Valley and surrounding area preferred

**Benefits for Full-time Employees:**

- Paid time off
- Medical, dental and vision insurance available
- 403b contribution with discretionary employer match
- Employee wellness stipend

*This job description is not an employment contract, nor is it intended to show every detail of the duties and requirements of the job. The job description is intended to provide a listing of primary responsibilities and tasks. The job description may be augmented by performance expectations and additional duties, which may be assigned either in writing or verbally at any time by management.*

*It is the established policy of Aspen Hope Center to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, severe or morbid obesity, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws.*

*Last updated 1/25/24*



*Aspen Hope Center takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.*