



IMMUNIZE COLORADO

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

## Executive Director Job Description

### **About Immunize Colorado:**

Immunize Colorado is a nonprofit 501(c)(3) organization whose mission is to work to protect Colorado families, schools, and communities from vaccine-preventable diseases. We achieve our mission through six core program areas: public policy, provider education, community outreach and awareness, data translation and action, free- and low-cost immunization services, and partnership building.

For the past 32 years, Immunize Colorado has served as the only statewide nonprofit organization dedicated to protecting Coloradans from vaccine-preventable diseases. We are a leader in vaccine advocacy, working to protect existing and champion stronger immunization policy at the state and local level. The organization has also established a robust provider education program that informs and educates Colorado's medical and public health workforce on pertinent immunization-related clinical guidelines, data, emerging research, and best practices. Immunize Colorado draws on our diverse coalition of partners – including medical and public health professionals, public health agencies, governmental organizations, academic institutions, policymakers, businesses, and community leaders – to collaboratively brainstorm innovative strategies in vaccine delivery, demand, and access, and partner to provide vaccines and vaccine education, outreach, and awareness-building opportunities in communities across the state.

The Immunize Colorado Board of Directors includes experts in pediatric medicine, infectious diseases and immunization, immunology, public health, pharmacy science, nursing, health programs, finance and accounting, board governance, coalition building, health policy, and nonprofit leadership.

### **Our Core Values:**

- We believe that every child, adolescent, and adult should be fully immunized to keep all of Colorado healthy.
- We believe that increasing access to immunizations improves health equity among Coloradans.
- We believe that collaborating with diverse partners and families strengthens our ability to advance immunizations in Colorado.
- We believe that identifying and promoting effective and equitable policy solutions that improve access, delivery, and demand for immunizations in Colorado increases immunization rates and reduces preventable illness.
- We believe that because evidence shows school-required vaccine exemptions result in higher risk of vaccine-preventable disease to both the children who take the exemption and to others in the community, only meaningful exemptions after consultation with a health care provider should be granted.

- We believe that educating providers on evidence-based immunization clinical practices promotes a high-quality health care work force and improves health outcomes.
- We believe that conducting parent and community outreach and awareness campaigns on the importance and safety of vaccines increases the demand for immunization.

**Position Overview:**

Full-time; Exempt

Supervision: Yes

Salary: \$90,000-\$100,000

**Benefits:**

- 100% coverage of employee’s health insurance premium
- Up to 3% employer match on Simple IRA Retirement Plan
- Generous paid time off, including three (3) weeks PTO in first year, plus nine (9) holidays, your birthday off, and the week between Christmas and New Years’ Day off
- Opportunity to work remotely except for one (1) in-office day per month
- One day per month set aside for a personal passion project (Tinker Day)
- Flexible Savings Account (FSA)
- Monthly reimbursement stipend for cell phone and home internet

**Position Summary:**

Immunize Colorado seeks an Executive Director to lead the organization’s operations and programs with skill, vision, authenticity, and passion to grow the organization’s impact. The Executive Director will leverage the expertise of the Board of Directors, Immunize Colorado staff, and coalition partners to advance the organization’s mission and values. The Executive Director will be responsible for defining and implementing the organization’s strategic plan and corresponding goals and objectives, as well as organizational policies. In collaboration with the Board of Directors, the Executive Director will enable the Board to fulfill its governance and fiduciary functions. The Executive Director will oversee all operations including fundraising, grant writing and management, programming, fiscal management, organizational development, and personnel management. They will also lead the organization’s policy initiatives, provide guidance and education to stakeholders and decision makers, and represent Immunize Colorado with the public and our partners as the organization’s primary spokesperson and vaccine expert.

This is an exciting opportunity to lead an influential public-health focused nonprofit, manage its small but passionate team of staff, and oversee high-impact programs and services.

**Required Skills and Qualifications:**

- A Master's Degree in Nonprofit Management, Public Health, or a related field
- A minimum of three (3) years of management experience, with a minimum of two (2) of those years in nonprofit management specifically
- Deep knowledge of and experience in public health, health policy, community engagement, and program development and administration; experience specific to immunizations is highly preferred
- Demonstrated experience in nonprofit management, grant writing and management, budget management, business principles, fundraising, and governance practices
- Outstanding written and verbal communication skills, including in public speaking
- Strong leadership skills that empower others

- Significant collaboration and partnership building expertise with internal and external partners to make tactical and operational decisions that advance company strategies and goals
- Great ability to be flexible and balance short- and long-term organizational needs and goals
- Proficiency in Microsoft Office Suite, Zoom, and Google Workspace; proven ability to quickly learn new technology platforms

## **Primary Responsibilities:**

### Visionary Leadership

- Provides strategic direction for the organization's priority work and programming, including leading the organization's strategic planning process to ensure inclusion of short- and long-range goals; work with staff and board members to ensure timely implementation and continuous evaluation of a robust and ambitious and growth-focused strategic plan that centers health equity and focuses on improving outcomes
- Ensure the positive impact of all programs and services
- Work with the Vaccine Equity Manager to continuously evaluate all areas of the organization to ensure equity is embedded at the core; support the strategic direction of the Colorado Vaccine Equity Taskforce
- Stay up to date with the latest information in immunization research, trends, and local, state, and national policy

### Budget and Financial Management

- Provide fiscal oversight for the organization by developing and maintaining sound financial practices, including healthy cash flows, strong internal financial controls, and ethical use of funds and resources
- Ensure grant and contract budgets are aligned with the organization's full operational budget
- Develop, implement, and monitor annual budgets and financial accounting; present financial statements to the Board Finance Committee monthly
- In partnership with contract accounting firm, manage grants invoicing process

### Fundraising and Grant Management

- Raise short- and long-term funds through grants, contracts, and donations
- Oversee public and private contracting, budgeting, invoicing, and reporting processes
- Identify and cultivate strong relationships with potential major funders, including those in government, foundation, and corporate spheres
- Identify and oversee funding proposal opportunities; support the Program Director and Programs team in writing, preparing, and submitting grant and contract applications and reports
- Support the Communications Director in planning of the organization's annual fundraising event by securing corporate and individual sponsorship

### Governance and Board Development

- Serve as the primary liaison between the Immunize Colorado staff and Board of Directors; inform the Board of staff changes, program and funding successes and priorities, and staff support needs
- Work with the Board of Directors to ensure high-quality governance and business practices
- Continuously evaluate organizational policies and work to amend these with Board approval when needed
- Plan and prepare meeting structure and information for Board meetings in coordination with the Board Chair

### HR and Personnel Management

- Responsible for all management functions including: hiring and training highly effective staff; planning and directing work; coaching and staff development; managing and evaluating

performance; recognizing and rewarding employees; managing corrective action procedures and practices; addressing complaints; and resolving problems

- Continuously evaluate organizational structure to determine gaps, clarify staff roles, and hire new staff as able and needed
- Oversee the heads of the program and communications departments and provide them strategic guidance for accomplishing organizational goals
- Identify and promote professional development opportunities for staff and facilitate a positive, welcoming, and empowering work culture
- Serve as the team's HR lead and manage annual benefits election process, insurance renewals, performance evaluations (for direct reports), payroll submission, and other business needs
- Manage and annually renew Immunize Colorado's contract with our contracted accounting firm
- Ensure the organization is operating in compliance with all laws and regulations and according to the highest ethical standards

#### Program Management

- In partnership with the Program Director, develop, implement, and evaluate high impact programming and services in line with the organization's strategic plan
- Identify new and participate in existing collaborative projects with partners to advance immunization priorities
- Provide ideas, oversight, and technical support in managing and synthesizing grant programs
- Build and foster connections with new partners and further develop rapport and quality relationships with current partners
- Oversee contract negotiation and financial management for program-related contractors
- Provide insight and evaluation to ensure programs are equitable and accessible

#### Public Policy and Advocacy

- Lead Immunize Colorado's policy initiatives; convene and mobilize diverse partners, stakeholders, and advocates to advance state and local policy priorities that protect and strengthen the state's public health and immunization infrastructure, increase immunization equity, access, delivery, and demand, and ensure safe communities
- Manage and annually renew Immunize Colorado's contract with our contracted lobby firm
- Partner with Immunize Colorado's contract lobbyist, the Policy Committee, and other stakeholders to set an annual policy priority agenda and advance these priorities meaningfully
- Lead the Immunize Colorado and Colorado Vaccine Equity Taskforce (CVET) joint Policy Committee by coordinating and facilitating monthly meetings, identifying new participants, soliciting input and expertise from relevant partners and experts, and actively moving policy priorities forward

#### Public Relations

- Serve as the organization's primary spokesperson and representative to our partners, donors, the media, and the public
- Maintain strong relationships among key stakeholders, industry associations, and members of the media
- Present Immunize Colorado and its work through public presentations, business events, conferences, and other gatherings

#### **To Apply:**

Please send a cover letter, resume, and three (3) professional references to

[ICOffice@childrenscolorado.org](mailto:ICOffice@childrenscolorado.org). Interviews will be held on a rolling basis until the desired candidate is secured.