



## Director of Operations and Development - Job Description Family Voices Colorado

### Mission

Family Voices Colorado is a 501c3 non-for-profit which strives to make Colorado a better place for Children and Youth with Special Health Care Needs (CYSHCN).

- Family Voices CO provides public awareness of the challenges and barriers of children and youth with special health care needs and their families
- Family Voices CO works to improve health equity, access and quality of care for children and youth with special health care needs, through: Policy Work, Education/Training, and Collaboration
- Family Voices CO assists vulnerable families in Colorado to navigate today's complex healthcare and service systems, understanding their rights and services available to them

### Position Description

\$55,000-65,000 salary range, commensurate with experience and responsibilities.

Full-time, 40 hours per week. Part time (30 hours per week) may be available upon request.

The Director of Operations and Development, a full time hybrid position in Colorado, will work in a variety of ways to support the organizational needs. This may entail managing financial needs; coordinating grants and fundraising efforts; assisting families with children and youth with special healthcare needs; working within the systems to advocate for the needs of families; working to develop and change policies as needed within the local, state, and national systems; and working with legislators to advocate for the needs of their constituents with children and youth with special healthcare needs. Training and mentoring in the above tasks will be provided as needed. The Executive Director and Director of Operations and Development will meet on a regular basis, to coordinate efforts.

### Primary Responsibilities

The Director of Operations will work with the FVCO team to support the needs of Children and Youth with Special Health Care Needs.

Specific duties will be compiled from the below list based on areas of expertise and scope of interest:

- **Outreach:** initiate marketing and outreach efforts, create outreach materials and attend tabling events
- **Collaboration:** develop and deepen partnerships with other organizations serving individuals with disabilities
- **Human Resources:** manage benefits plans, manage employee hiring paperwork, conduct employee reviews
- **Fundraising:** outreach to potential sponsors, develop and implement fundraising events, and provide client stories for funding appeals
- **Grant Management:** coordinate efforts with contracted grant writing entity, research potential grants, draft grant applications, complete and submit grant reports
- **Finances:** run payroll through our contracted payroll management system, manage budget for organization, create monthly financial reports, meet monthly with Board treasurer and Executive Director

### Qualifications

- Excellent communications and interpersonal skills
- Experience in a leadership role
- Understanding of organizations that serve children and youth with special healthcare needs such as RAEs, CCBs, CMAs, DVR, DHS, SSA, and HCPF.
- Well-organized and detail-oriented
- High technology literacy including database and reporting systems (Vertical Change and/or Salesforce), Google Suite, and Zoom.
- Bachelor's Degree

### Preferred, but not required

- 3 years of nonprofit experience
- Grant writing experience
- Experience managing nonprofit organizational budgets and completing financial reports for grants
- Parent of a child, youth, or adult with special health care needs
- Existing relationships with professionals in the organizations that serve children and youth with disabilities

### Equal Employment Opportunity/Affirmative Action

Family Voices Colorado (FVCO) is an equal employment opportunity employer that actively seeks to encourage diversity in our workplace and works to promote equity in health care. FVCO does not discriminate against employees or job applicants on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law.

For further information about FVCO, please visit our website at <https://familyvoicesco.org/>.

### To Apply

Email a resume and cover letter to [megan@familyvoicesco.org](mailto:megan@familyvoicesco.org). Please include "Director of Operations and Development" in the subject line.