



Center for Work Education and Employment CEO Position Guide

POSITION:	Chief Executive Officer
REPORTS TO:	Board of Directors
LOCATION:	Denver, Colorado

Mission

CWEE fosters personal and professional transformation for low-income, single parent families, through confidence building, customized skills training, and career advancement.

What is the Center for Work Education and Employment?

The Center for Work Education and Employment (CWEE) is committed to reducing poverty. Since 1982, CWEE has supported over 14,000 participants along the path to self-support and employment success. By providing



career training programs CWEE helps low-income individuals prepare for, find and keep sustainable and quality employment. Working with a case manager and program instructors, each participant defines success that is authentic to their goals and needs. CWEE serves culturally, racially, linguistically, gender and ethnically diverse Colorado adults of all ages. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can, and will succeed.

Thirty staff work in CWEE's 13,000 square foot office at 1175 Osage Street. During FY 2019 CWEE plans to serve approximately 700 program participants. The organization has a budget of \$3 million and has contracts with Arapahoe and Denver counties to serve Temporary Assistance for Needy Families (TANF) recipients.

For more information about CWEE, please visit www.cwee.org.



THE OPPORTUNITY



Technological advances are having a profound impact on the workforce of today, and tomorrow. While the digital economy has ushered in growth and prosperity for some, it is leaving many others behind. Traditional categories of employment, ways of getting training, and the relationship between employers and workers are continually evolving.

The demand for CWEE's services has never been greater. While continuing to serve TANF recipients, the organization would like to further expand its impact by serving additional members of the community who may benefit from CWEE programs. This will require revised strategy, new partnerships and enhanced resources.

CWEE's CEO will shape a vision for the organization's future, working collaboratively with participants, volunteers, staff and Board members. This strategic agenda includes:

- Nimbly addressing the needs of program participants as they prepare to join a rapidly evolving workforce,
- Collaborating with an array of stakeholders and partners to increase CWEE's impact,

- Attracting diverse resources by advocating for CWEE's mission, and
- Building a dynamic community that ensures that participants have access to the resources they need short- and long-term as they build a self-supporting life.

CANDIDATE PROFILE

CWEE seeks a leader who is passionate about serving Colorado families living in poverty and who is committed to addressing the root causes of poverty. This individual wants to support program participants on their unique, individual journey to achieve self-sufficiency and employment success. This person will be a tireless advocate for CWEE's mission and impact, and will inspire others to support the organization, its staff, volunteers and participants' success. This CEO will commit to building a diverse staff inclusive of many different backgrounds, identities and philosophies. Candidates must demonstrate experience in organizational management and leadership. The ideal candidate can build and nurture a culture that is grounded in a shared vision, fosters vibrant team work, supports mutual respect and is unrelenting in its pursuit of quality.

Key skills and attributes include:

- **Leadership and Vision.** Provides inspiration, leadership and support to the Board, staff, participants, volunteers, donors, stakeholders and other constituents in fostering personal and professional transformation for low-income families. This is a high profile, high energy position, requiring a dynamic individual who will motivate others to support CWEE's outcomes.
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- **Relationships.** Builds effective and lasting relationships that translate into successful collaborations, impactful partnerships and fundraising results. Understands the dynamics of public/private partnerships. Delivers excellence through personal accountability, motivation and engagement. Demonstrates political acumen and comfort with complexity and ambiguity.
 - **Philanthropy.** As fundraiser in chief, develops an organizational culture of philanthropy in collaboration with the Board and staff and strategizes effective fundraising campaigns. Understands the dynamics of effective fundraising programs. Builds lasting relationships with funders and donors to position CWEE for growth.

- **Governance.** Understands nonprofit governance and has the skill to support the Board's development as CWEE's strategic governing body. Frames issues for Board review, discussion, input and action. Advocates for the Board's development, evaluation and performance.
- **Sustainability.** Runs a fiscally strong institution and coaches a talented management team that executes the strategic plan to grow CWEE's impact. Achieves balanced growth across all the organization's components and functions. Is accountable for the organization's results and sets high ethical standards for all programs and services.
- **Advocacy.** Influences policy makers and policy as an advocate for systemic change. Committed to understanding and addressing the root causes of poverty.
- **Communications.** Media savvy. Experienced spokesperson who will elevate the organization's presence and brand. Enjoys public speaking opportunities with the media, policymakers and a broad range of constituents.

Qualifications

This individual will demonstrate a career path of progressive leadership experience in the nonprofit, corporate and/or government sectors. S/He has experience leading and directing complex organizations with varied internal and diverse external constituencies. S/He will have a background that includes strategic thinking and planning.

The successful candidate has experience building durable relationships with partners, policymakers, donors, stakeholders and other constituencies. Experience working with active governing boards that are responsible for setting policies and working collaboratively with senior leadership is important.

A bachelor's degree from an accredited four-year college or university is required.

To apply, please send a current resume and letter of introduction on or before July 11, 2018, to Kittleman & Associates, LLC at <https://www.kittlemansearch.com/center-for-work-education-and-employment-cwee/>

Salary range and benefit information is available upon request.

CWEE is an Equal Opportunity Employer.

Minorities and individuals dedicated to diversity and multiculturalism are encouraged to apply.