



# The Bridge

Creating a space for civility, community and hope

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## Invitation to apply:

### **Executive Director, The Bridge – providing emergency housing for SW Colorado**

The Bridge, a seasonal shelter for those experiencing homelessness and a transitional housing facility with 1-2 bedroom apartments, seeks an energetic, visionary Executive Director to lead the nonprofit organization and its 13 employees, nine board members and an enthusiastic cadre of volunteers.

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## **JOB SUMMARY**

The Bridge, located in Cortez, Colorado, has received numerous accolades — at the local, state and national level — for its state-of-the-art housing facility. Built in 2019 with financial support from the community, as well as regional and national funding, the \$2.8 million facility was the first of its kind in the state of Colorado to include sheltering and transitional apartments under one roof, as well as a day labor opportunities.

More than providing emergency housing, The Bridge offers support services for its guests, such as meals, free laundry, hygiene facilities (showers and bathrooms) and referral services, including work opportunities, case management and health care.

(For more about The Bridge, visit: [thebridgeshelter.org](http://thebridgeshelter.org).)

**OPPORTUNITY:** While maintaining these services, the Executive Director will lead the organization in finding new work opportunities for its guests and expanding services for the working poor.

Due to its solid reputation, The Bridge continues to receive strong financial, volunteer and community support. One of the main duties of the Executive Director will be to continue positive relationships with many stakeholders — civic and business leaders, donors, foundations, professional colleagues, the press and other nonprofit leaders in the region — and seek new funding sources.

**LOCATION & QUALITY OF LIFE:** The Bridge is located in the high desert of Southwest Colorado, a region that offers many amenities for outdoor enthusiasts: close proximity to world-class skiing and other seasonal sports; fishing; hunting and easy distance to five National Parks — including Mesa Verde, a World Heritage site — as well as miles of acclaimed mountain biking and hiking terrain.

The Cortez area also offers affordable housing, 300 days or more of sunny weather and mild winters. For more about life in SW Colorado, visit: [mesaverdecountry.com/](http://mesaverdecountry.com/)

### **QUALIFICATIONS:**

- Graduate degree/credentialing in social services, public policy or related fields
- Minimum 5 years experience in nonprofit or senior management, including program development, participation in strategic planning and supervision of middle management personnel

### **PERSONAL QUALITIES:**

- Passion for service to the marginalized
- A desire to serve a rural, underserved population
- Creative problem-solver
- Adept in conflict management and resolution
- Flexible, collaborative and people-oriented

### **SKILLS:**

- Demonstrated leadership and management skills
- Excellent written and verbal communication skills
- Computer skills, including knowledge of Word, Excel, and Quickbooks
- Working knowledge of accrual accounting
- Experience with social media and website management

### **PRIMARY JOB RESPONSIBILITIES**

#### **Fundraising and PR/Promotions:**

- Seek new funding sources via grants, foundations and donors on a local, regional or national level.
- Promote The Bridge and its services to community stakeholders; e.g. city council, county commissioners and other entities as requested
- Participate in interviews with local newspapers, radio and social media
- Oversee website updates
- Welcome visitors to the shelter

#### **Budget and Finance:**

- Maintain list of eligible grants from foundations and complete grant applications in a timely manner
- Submit Enterprise Zone applications as needed to continue eligibility
- Create annual budget for approval to the board of directors
- Submit bills to be paid to accounting, with clear direction for expenditure line items
- Manage database of donors to share with the board and work with volunteers who update the information in Salesforce
- Provide all materials requested to auditor
- Research new avenues for raising revenue
- Maintain cash flow projections as indicated

**Human Resources:**

- Maintain all personnel files and conduct annual reviews
- Submit bi-weekly payroll to accounting
- Supervise managers, cook, and others who are not supervised by the Bridge shelter manager.

**Relationship and Obligations to the Board of Directors:**

- Prepare documents for board meetings
- Arrange annual meeting
- Assist in process of keeping bylaws current

**General Management and Oversight:**

- Maintain sufficient insurance coverage for 1) liability and 2) Director and Officers
- Submit annual documentation to the Colorado Secretary of State for continuation of our good standing as a non-profit
- Arrange for seasonal maintenance issues to be addressed.
- Arrange for rapid response for any deficiencies with the building and its operations
- Submit annual Felon Friendly Housing vendor form to the Colorado State Department of Corrections
- Maintain or update MOU's with partner agencies, such as the Wagees program with the Pinon Project.

**COMPENSATION PACKAGE:**

**Salary:** \$55,000 annual salary.

**Perks & Benefits:**

- 32-hour average work week
- 4 weeks paid time off
- Flexible hours

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**APPLICATION DEADLINE:** May 1, 2021. Please send a resume and a cover letter, along with at least three references to: [info@thebridgeshelter.org](mailto:info@thebridgeshelter.org). Be sure to outline your management and fundraising experience in your letter. In your email, please put "EXECUTIVE DIRECTOR APPLICATION" in the subject line.

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**The Bridge Mission Statement:** Within a safe and respectful environment, The Bridge provides a seasonal shelter for adults as well as opportunities for transitional housing for those seeking greater independence.

**More information:**

**Visit:** [thebridgeshelter.org](http://thebridgeshelter.org)

**Follow us on Facebook:** [facebook.com/thebridgeshelter](https://www.facebook.com/thebridgeshelter)