Title: Chief Executive Officer
Reports to: Board of Directors
FLSA Status: Exempt

Position Overview
The Chief Executive Officer (CEO), along with the Board of Directors, develops and maintains the overall vision of Denver Film. The CEO is then responsible for executing the organization’s fundraising, operations, program delivery, and outreach efforts. The CEO thinks and plans strategically and inspires community members to become more engaged in the work of Denver Film. The CEO implements and develops policies and plans, and organizes, coordinates, and manages the programs and activities of Denver Film. The CEO works in partnership with and under the direction and supervision of the Board of Directors.

Duties and Responsibilities
The CEO is responsible for executing these responsibilities:

**Strategic Leadership**
- In partnership with the Board of Directors and key stakeholders identified by the CEO, develop a clear, compelling strategic direction for Denver Film.
- Build effective buy-in to the organization’s strategic direction with staff and community members.
- Develop and execute annual business plans that align with agreed strategy and ensure accountability for the effective achievement of the organization’s strategic vision.
- Ensure the effective growth and management of a highly professional, well-managed organization with clearly understood mission and vision.
- Ensure that all operations, practices, policies, and processes comply with industry and legal standards and support Denver Film’s stated mission and vision.
- Maintain working knowledge of significant developments in the film industry.

**Organization Sustainability**
- Build and continue to enhance financial and organization stability with executable growth plans.
- Lead efforts to generate revenue from philanthropic donors including individuals, foundations, government agencies, and others.
- Maintain a portfolio of significant donors and actively manage those relationships for long term support.
- Ensure the development and implementation of strong donor cultivation and stewardship practices.
- Ensure that the board’s role in fundraising is well-managed and effective for both the board and donors.
Duties and Responsibilities (continued)

Organization Sustainability (continued)

- Oversee the Denver Film membership program and support efforts to move members through higher levels of support over time.
- Ensure optimization of Sie Film Center facilities to generate consistent revenue.
- Lead special fundraising campaigns as needed.

Finance and General Administration

- Develop solid and sophisticated financial reporting structures and practices; take responsibility for development and compliance with annual budget.
- Ensure effective risk management processes and policies.
- Oversee all facility and equipment contracts and arrangements.
- Oversee all information technology systems, equipment, and contractors.

Staff Management and Development

- Model and ensure accountability, mutual respect, and autonomy in staff functions and in the organization’s overall culture.
- Ensure effective and consistently transparent management practices which support strong teamwork across the organization.
- Oversee all hiring, assessment, and termination of staff members, following standard processes and timetables.
- Develop and maintain competitive compensation and benefit programs to attract and retain talented staff members.
- Develop and continue to enhance staff development and succession plans.
- Ensure efforts to embed diversity, equity, and inclusion are included in all aspects of the organization’s work.
- Provide consistent opportunities for ongoing skills development and career progression for all staff members.

Marketing and Community Relationship Development

- Represent Denver Film’s point of view and programs with local, regional, and national groups.
- Act as an advocate for Denver Film across the community and with different stakeholders.
- Ensure that Denver Film is well-positioned in the marketplace and that all communication materials represent the organization accurately and consistently.
- Communicate with key stakeholders to identify the changing needs and conditions of the community that is served by the organization.
- Lead efforts to cultivate new sponsors and build strong earned income streams.
- Oversee efforts to recruit, train, and manage volunteers effectively.
Duties and Responsibilities (continued)

Programming

- Help sustain a clear, compelling artistic vision that informs programming decisions.
- Ensure that programming aligns with that vision.
- Bring Denver Film’s artistic vision to community supporters.
- Oversee development and delivery of effective education efforts for all ages.

Board Relationship Development and Governance Compliance

- Ensure effective compliance with organization’s governance structure, board by-laws, and board roles.
- Ensure consistent and strategic use of board members and their talents to further the vision and goals of the organization.
- Support recruitment and orientation of new board members including the regular identification of skills needed for the board to function effectively.
- Attend all board meetings and establish agenda for board meetings in partnership with Board Chair.
- Support effective workings of board committees.
- Support effective and appropriate interaction between board and staff members.

Other duties as directed by the Board of Directors.

Denver Film is an Equal Opportunity Employer. Denver Film does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Ready to Apply
If you are excited about the opportunity to provide vision and leadership for the next chapter of Denver Film’s growth, we want to hear from you as soon as possible. Please send your cover letter, resume, and salary requirements to Carolyn McCormick of Peak HR Consulting, LLC at carolyn.mccormick@peakhrconsulting.com. All applications are to be submitted electronically.

To learn more about Denver Film and this opportunity, please visit us at www.denverfilm.org.