

# Executive Director Position Profile



This search is being conducted by Association Options on behalf of the Colorado Chiropractic Association

Seeking Full-Time Executive Director for State-based Organization in Denver, Colorado

Compensation: Competitive salary; flexible and commensurate with experience and qualifications

Benefits: Competitive benefits including healthcare, dental, short-term disability and life insurance

Budget: \$500,000-\$550,000

Relocation Assistance: No

Application Deadline: March 5, 2021

Send Cover Letter, Resume and Salary Requirements to [Recruitment@AssociationOptions.com](mailto:Recruitment@AssociationOptions.com)

The Colorado Chiropractic Association, with the support of Association Options, is recruiting and evaluating candidates for the position of Executive Director.

## About the Colorado Chiropractic Association

The Colorado Chiropractic Association (CCA) was founded more than 100 years ago as a professional association representing the now 2,600 practicing Colorado doctors of chiropractic. The staff consists of two full-time employees: Executive Director and Membership Director. The CCA provides legislative action at the state level, education programs for doctors, and other member benefits.

### *Mission*

*To protect and promote the practice, philosophy and economic growth of all Colorado chiropractors.*

### *Vision*

*We envision chiropractors leading all people of Colorado to optimal health.*

## Position Description

CCA is eager to identify a hands-on association executive who is prepared to build upon the current successes of the Association. The successful candidate will serve as the Executive Director of CCA, overseeing the operations and activities of the Association. Reporting directly to the Board of Directors, this position administers and implements Board policy and maintains an effective staff and volunteer-base to assure attainment of the Association's goals. With a staff size of two, the Executive Director will be intimately involved in the day-to-day operations of the Association.

CCA recently developed a new strategic plan effective January 2021. The newly approved strategic goals are as follows:

1. Grow: Increase membership to strengthen CCA's voice and influence.
2. Advocate: Represent the chiropractic profession while recognizing the needs and desires of all stakeholders.
3. Elevate: Enhance the public perception and utilization of chiropractic.
4. Engage: Cultivate a culture of passionate and empowered chiropractors.
5. Educate: Serve as the premier source of educational opportunities to current and future chiropractors.

### *Essential Duties and Responsibilities*

Within the limits of CCA's policies and bylaws, and under the direction of the Board, the Executive Director is responsible for, and has commensurate authority to accomplish, the following duties and responsibilities. The Executive Director may delegate portions of his/her responsibilities consistent with sound operations and staff competency, together with proportionate authority for their fulfillment. However, she/he may not delegate nor relinquish any portion of his/her accountability for results.



### *Organizational Leadership*

- Provide oversight and guidance to all programs and staff (currently 1 other full-time staff member)
- Provide oversight of staff team including monitoring staff performance and ensuring an adequate staffing plan
- See that CCA is staffed with competent people; that they are delegated authority and are equitably compensated; and that appropriate limitations of their authority are defined and understood with respect to policy, commitment, expenditures and actions affecting personnel; and that they receive on-going training to assist them in performing their job functions
- Responsible for the overall personnel policy, for hiring of key management personnel and oversee the hiring of support personnel, maintenance of salary administration procedures, and has ultimate responsibility and authority for promotions and terminations
- Formulate, recommend, and/or revise administrative, financial, personnel, and governance policies for approval by the Board of Directors
- See that the development of programs authorized by the Board of Directors are implemented in a timely manner and that they are effectively administered and controlled
- Ensure legal filings are current in state of incorporation (CO)
- Authorize, execute or delegate such contracts, agreements, and commitments as may be necessary to carry out the goals and objectives of the organization
- Execute or delegate such other general responsibilities as may be delegated by the Board of Directors or Executive Committee

### *Financial Management*

- Develop annual budget with input from staff and volunteer leaders
- Ensure adherence to budget through monthly review of financial statements, forecasting and monitoring
- Oversee the authorized and proper expenditures of funds and assure that all funds, physical assets, and other property of the association are appropriately safeguarded and administered

### *Board and Volunteer Engagement*

- Ensure that the CCA Board is kept fully informed on the activities and operations of the association including proactive communication around progress towards strategic goals and financial performance
- Attend all meetings of the Board. In conjunction with the Board President, develop agendas and materials for Board meetings and conference calls as needed. Record minutes of each Board meeting.
- Execute and implement all decisions of the Board
- Serve as staff advisor to the Association, its committees and task forces
- Proactively bring ideas for service and program improvements to the Board



### *Association Representation and Legislative Activities*

- Represent the Board and the CCA membership in dealing with the public and with other groups or organizations to enlighten them of the value of the profession and its service to mankind
- Develop strategic relationships with elected officials, industry leaders and other strategic partners with input from our lobbyists and as directed by the Board and strategic plan
- Manage relationships with state and national stakeholder organizations such as the American Chiropractic Association, International Chiropractic Association and the Chiro Congress
- Serve as the spokesperson for CCA with legislators and government officials
- Coordinate and actively participate in legislative activities as directed by the Board

## **Executive Director Profile**

The ideal candidate for this position is a highly motivated, results-driven executive who exudes passion for the CCA mission and chiropractic profession. Working in a small office, this is a very hand-on position requiring a candidate who is a self-directed and willing to roll up their sleeves to get the job done. The successful candidate will bring a variety of experiences and attributes to the association including:

- Excellent communication skills including the ability to articulate the value of CCA to its members, stakeholders, legislators, and the community; ability to communicate directly and clearly with staff and volunteers.
- Understanding of the importance of strategic planning and the ability to execute and implement an annual work plan to achieve the association's goals and objectives.
- Respectful, honest, transparent, and ethical leadership style.
- Positive can-do attitude; ability to problem-solve and prioritize.
- Respect for diversity within the Board, membership, staff, stakeholders, and larger chiropractic community.
- A willingness and ability to build and cultivate relationships and work collaboratively with a diverse group of internal and external stakeholders; respect and appreciation for diversity of thought.
- Respectfully assertive leadership and communication style with the ability to influence and persuade.

### **Qualifications**

The Executive Director is committed to the CCA mission and vision and should have proven leadership experience. Concrete demonstrable experience and other qualifications include:

#### *Required*

- Graduation from an accredited college or university with at least a bachelor's degree in business administration, public administration, public relations, health administration or a related field
- Minimum 5 years of management experience
- Must have strong written and verbal communication skills; must be a persuasive and passionate communicator
- Must be comfortable speaking in front of professional groups, members, and legislators



- Must demonstrate the ability to work effectively in collaboration with diverse groups of people
- Must be able to think strategically and critically, synthesize complex issues and information and manage change
- Demonstrated ability to plan organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures and organizing the functions necessary to accomplish the activities)
- Financial management, including budget preparation and implementation
- Must reside in, or be willing to relocate to Denver, CO
- Willingness to travel to state and national meetings as approved by the Board of Directors
- Must be able to perform essential job functions (i.e., lifting boxes with conference materials, association files, etc.)
- Appreciation and understanding of working in a small office

### *Preferred*

- Experience maintaining a presence with public and elected officials; bonus if understanding of CO regulatory environment
- Understanding of and/or experience with the chiropractic profession
- Successful track record in securing sponsorships and grants, and in building partnerships with sponsors and industry contacts
- A record of growing organizations from a revenue and value perspective
- Experience serving as an Association Executive within a membership-based organization
- A record of positively growing membership
- In-depth knowledge of the management process, especially as it applies to growth and long-term planning
- Holds CAE (Certified Association Executive)
- Proven track record of working successfully with a Board of Directors
- Meeting management experience
- Has managed a team of five or larger
- Advanced degree, ideally MBA, MPA, DC or similar

## **Application**

Please apply online at <https://associationoptions.com/job-openings/cca/>. Your application must include a cover letter, resume and salary requirements. Applications must be submitted by March 5, 2021. If these items are not provided in their entirety by the deadline, your submission will not be considered. In the cover letter, please provide brief details stating how you meet the qualifications listed and how you can positively contribute to CCA now and into the future.

Questions? Contact Stacey Barnes, Vice President of Recruitment at [Recruitment@AssociationOptions.com](mailto:Recruitment@AssociationOptions.com).

