Job Announcement

Title: Interim Chief Executive Officer
Position Status: Contractor
Reports to: Board of Directors
Est. Rate of Pay: Competitive: $5,500 - $7,500/semi-monthly; based on negotiated hours and experience
Schedule: Flexible: Up to 25 hours per week
Benefits: This job is eligible for Paid Sick and Safe Time (PSST) under the Healthy Families and Workplaces Act

The Center for Work Education and Employment (CWEE) is one of Denver’s leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker’s unique challenges and to facilitate a supportive path to long-term employment success. CWEE’s mission is to foster personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. 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.

Since CWEE’s beginning in 1982, the economy has ebbed and flowed, and technology and automation have transformed the workplace and the skills that workers need to be successful. Through the changes, CWEE’s commitment has remained consistent: to evolve as quickly as the nature of work so that we can continue to guide career seekers toward a fulfilling career and a stable economic future.

In 2021, due to the pandemic, CWEE accelerated implementation of its 2020 strategic plan focusing on strengthening the team and organizational culture; bringing more access to CWEE support to more people through virtual programming; and growing revenue to support program demand. In December 2021, CWEE announced an updated three-year strategic plan that centers on embracing a culture of organizational learning and continuous quality improvement; adapting and optimizing programming; and long-term sustainability.

CWEE serves a large and diverse group of low-income families, most of whom receive Temporary Assistance for Needy Families (TANF) and are referred to CWEE by the county offices that administer public assistance programs. CWEE provides digital skills training, job readiness and employment support that is personalized to the needs of each career seeker. CWEE works with participants to overcome the barriers they face to succeed at work, including supporting people to complete their high school equivalency, gain professional skills, and access resources such as transportation, childcare, mental health counseling and much more.

SUMMARY OF POSITION

CWEE’s CEO will be taking family leave between approximately late January through early May 2023. The post-pandemic operating environment and recent leadership transitions from the organization necessitate hiring an interim leader to support the organization during the CEO’s leave. The interim leader will be focused on internal operations including Board management, personnel, program enhancements, and revenue. The scope of work includes at least a few weeks of overlap with the CEO to ensure a smooth ramp up and ramp down of the engagement. During the ramp up phase, the incoming interim will be expected to shadow the CEO and assist in planning the January Board
meeting and standing staff meetings. During the ramp down phase, the Interim will be asked to share their assessment of the engagement overall with the CEO and Board.

The Interim CEO will provide day-to-day management of the organization and effectively serve as a bridge on behalf of the CEO on a short-term basis. This engagement is internally focused and operational in nature as compared to transitional interim engagements. Direct reports, who will work closely with and in support of the Interim, include Accountant (hourly contractor), Chief People Officer, Vice President of Impact, and the Development Manager.

**ESSENTIAL RESPONSIBILITIES**

**Board Relations**
- Ensure Board business advances in support of the organization (i.e., planning, preparation of the FY24 Budget, fundraising, etc.)
- Proactively communicate with the full Board and individual members during and between meetings
- Engage regularly with the Board Chair and ensure thoughtful consideration of ongoing and potential organizational needs
- Work with the Board Chair to plan monthly Board meetings, Executive Committee meetings, and other Board engagements as needed
- Serve as the liaison between Board and staff

**Fiscal Oversight**
- Review all invoices and budget requests to ensure resource allocation remain on track and consistent with the FY23 Budget
- Track organization-wide performance to ensure government contractual obligations and grant agreements are met and/or exceeded
- Proactively communicate with funding partners (i.e. government, foundations, major donors, etc.) to ensure they stay up to date on organizational and programmatic changes; respond to inquiries as needed
- Provide oversight of all contract negotiation processes that may occur during engagement and ensure funding levels are maintained or exceeded
- Partner with CWEE’s Accountant and Chief People Officer to prepare the FY24 budget
- Ensure development goals are on track and where possible, new funding opportunities are cultivated and leveraged
- Manage the partnership with CWEE’s grant writers and serve as liaison between staff and contract grant writers

**Program Oversight**
- Advance progress toward increasing on-site services and programming for both staff and participants
- Regularly assess program data with an eye toward maintaining quality and outcomes
- Ensure programmatic changes are clearly communicated to staff and appropriate timelines for change are provided

**Staff Support**
- Provide a steady, reassuring presence to all staff during CEO’s leave including proactively checking in with staff and ensuring a consistent in-person presence at the CWEE offices
- Serve as a key partner to CWEE’s Chief People Officer (CPO)
- Champion and support programming to be implemented by the newly formed “People Team” led by the CPO
• Regularly communicate to all staff and engage in CWEE events
• Provide support if/when staff transitions occur and participate in on-boarding and training activities of new staff as needed

JOB QUALIFICATIONS
• Nonprofit leadership experience, including working with Boards and developing budgets; contract negotiation experience preferred
• Experience in human services, education, workforce development, or related setting
• Prior success in similar interim leadership roles preferred
• Demonstrated willingness and ability to execute and follow through on commitments, a “can-do attitude” and desire to lend a hand where needed
• Excellent communication skills overall including business writing and ability to connect with diverse audiences
• Ability to establish trust-based working relationships with demonstrated ability to effectively engage staff, board members and stakeholders at all levels
• Experience working with individuals from diverse and economically disadvantaged backgrounds
• Demonstrated ability to lead effectively within a fluid and dynamic environment

PERSONAL QUALIFICATIONS
• Commitment to CWEE’s mission and providing long-term, durable self-sufficiency through quality employment
• Active contributor to a positive work culture built on ongoing learning and continuous improvement
• Excellent leadership and management skills including strong judgement, real time problem solving, and comfort making and executing on decisions
• Calm, confident, reassuring demeanor; approachable
• High degree of discretion and confidentiality
• Excellent communicator

WORK ENVIRONMENT
• Must be located in the State of Colorado by the agreed upon start date
• This position will operate both in-person and remotely

TO APPLY
Send cover letter and resume to InterimCEO@cwee.org no later than 5PM MST on Friday, November 11th, 2022. Please include ‘Interim CEO’ in the subject line. Materials will be reviewed, and interviews scheduled as qualified applications are received.

NO PHONE CALLS, PLEASE.

CWEE is an Equal Opportunity Employer.
Minorities and individuals dedicated to diversity and multiculturalism are encouraged to apply.
A criminal background check of 7 years is required.