

Established in 2004, the Civic Center Conservancy is a 501(c)(3) nonprofit organization dedicated to restoring, enhancing and activating downtown Denver's Civic Center Park – elevating and sustaining the historic urban oasis as an iconic community and cultural hub.

Park conservancies are an outgrowth of private citizens wanting to do more for public spaces than government can do on its own. Gaining steam across the U.S. over the past three decades, conservancies of varying sizes and models have been established out of concern for parks that government entities had neither the capacity nor the resources to maintain, program or enhance adequately. Conservancies are private, non-profit, park-benefit organizations that partner with government but raise money independently to invest in parks under action plans mutually agreed upon with their government partners.

The Civic Center Conservancy's efforts focus around the following four areas: advocacy for park needs and infrastructure improvements; events and programming to activate Civic Center; public awareness and engagement; and fundraising for capital improvements, activities and initiatives to support and revitalize the park. The Conservancy has a formal cooperative agreement with the City and County of Denver designating it as the official fundraising vehicle for Civic Center Park.

Key accomplishments to date include:

- Played key role in creation of **2005 Civic Center Park Master Plan**, identifying priorities for infrastructure improvements, amenities and enhanced connectivity.
- Advocated for Civic Center's inclusion in **2007 Better Denver bond initiative**. Denver voters approved \$9.4+ million to restore the Greek Theater, Voorhies Memorial and Broadway Terrace
- Partnered with the Downtown Denver Partnership to expand **BID maintenance and ambassadorial services** into Civic Center in 2009, 2010 and 2011. The services – focusing on litter pickup, graffiti removal and spot pressure washing – are in addition to the daily services already provided by Denver Parks and Recreation.
- Hosted variety of arts and cultural programs to activate the park and engage the public in its future, including the weekly summer **Civic Center EATS Outdoor Café** and the annual **Independence Eve Celebration** featuring a free concert and fireworks/light display; the **Civic Center Bike-In Movie Series**, which launched in summer 2011, and **Civic Center MOVES**, a free fitness series that launched in 2014.

### **Strategic Goals**

In November 2017, \$4 million for renovations to the Greek Theater areas of Civic Center Park were approved by Denver voters as part of the GO Bonds that were passed. In the coming years the Conservancy will participate in a process with Denver Parks and Recreation to turn the Greek Theater into the premier outdoor performance space that is plug and play ready for theatrical, music, dance and other performance. The Conservancy will also work to raise private dollars to add to the bond funds.

Additionally, the Conservancy will partner actively with Arts & Venues of the City & County of Denver in the full implementation of the Master Plan for the McNichols Building that borders Civic Center Park. The Conservancy will support effective ways to better integrate the Building into the fabric of the downtown community and drive fundraising efforts to complete infrastructure and other enhancements of the building.

The Executive Director will partner with the Board of Directors in developing a strong, impactful strategic vision for the Conservancy's role and growth in the next 5+ years and will lead efforts to elevate the profile of the Conservancy across the broader Denver community.

### **Opportunity to Make a Difference**

The leadership of the Conservancy now seeks to add an experienced, committed **Executive Director** to our thriving enterprise. Partnering with the Board of Directors, the Executive Director is responsible for the organization's fundraising, programming, and outreach efforts, as well as the overall vision of the organization.

**Finalized: 5 January 2018**

The Executive Director thinks and plans strategically and inspires community members to become more engaged in the work of the Conservancy. The Executive Director implements and develops policies and plans, and organizes, coordinates, and manages the programs and activities of the Conservancy.

The Executive Director manages a current annual budget of \$1,000,000 and supervises a small staff.

### **What Does it Take to Succeed in this Role**

The Civic Center Conservancy is a unique organization with an important history and an even more exciting future. The board seeks a leader in urban development who is committed to the Conservancy's mission-driven ethos, who is a natural relationship builder, who understands the multi-faceted nature of this work, and who values the opportunity to work with many civic, business, political, and cultural leaders.

Qualified candidates will have experience in many of these areas:

#### Leadership

- Minimum of 7 years in leadership or senior management roles in nonprofit, public sector, or private sector of an organization with budget of at least \$1 million
- Proven ability to represent an organization with credibility; comfortable in meeting with wide variety of constituents and perspectives; inspires and motivates
- Demonstrated experience in developing and implementing strategic vision and plans

#### Revenue Generation

- Demonstrated capabilities in building long term relationships with financial partners
- Significant skills in philanthropic fundraising, cultivating and stewarding long term donors
- Experience in leading large scale capital campaigns preferred

#### Community Outreach and Marketing

- Proven experience in engaging stakeholders from multiple perspectives
- Familiarity with the Denver community and its civic, business, and cultural leaders preferred
- Outstanding verbal and written communication skills
- Experience in working with government staff members and elected officials; politically savvy
- Knowledge of effective marketing and brand management techniques will be helpful

#### Operational Management

- Demonstrated experience in hiring, developing and managing staff at various levels
- Demonstrated skills in fiscal management, budgeting and effective financial management
- Commitment to diversity and inclusion

#### Program Development & Execution

- Experience in recognizing and leveraging opportunities to partner with other community resources and organizations
- Excellent project management and organization skills
- Some knowledge of event management/production
- Knowledge of effective program evaluation techniques

#### Board Management

- Experience in working and partnering with a governing board and keeping board members fully engaged in the organization's work
- Experience in building an effective board member pipeline
- Experience in helping a board develop its capabilities as a group and individually

### Personal Qualities

- Results-oriented; high level of energy with positive can-do attitude; takes initiative
- Consensus-builder
- Consummate communicator, listener, and public speaker
- Ability to work independently in fast-paced environment
- Flexibility in decision-making
- Creative problem-solving skills
- Team player; can bring out the best in people
- Conflict resolution skills; advocates thoughtfully
- High level of professionalism, discretion

### Other

- Undergraduate degree required; advanced degree preferred
- Willingness to live in and be an active participant in the Denver community

The Civic Center Conservancy needs a leader who is excited about the many dimensions of this work, who appreciates the opportunity to interact with a wide variety of people and perspectives, who cares about building vibrant urban spaces, and who can help the board and staff implement their strategic goals. A sense of humor and a clear passion for this work will help ensure success as a member of our team.

### **Compensation**

We are pleased to offer a competitive salary and benefits package, particularly for an organization that currently has a small staff.

### **Ready to Apply?**

Qualified applicants are encouraged to apply by sending a cover letter, resume, and salary requirements to our search consultant, Carolyn McCormick of Peak HR Consulting, LLC at [Carolyn.McCormick@peakhrconsulting.com](mailto:Carolyn.McCormick@peakhrconsulting.com).

All applications are to be submitted via email. To learn more about this role and the exciting work of the Conservancy, please visit us at [www.civiccenterconservancy.org](http://www.civiccenterconservancy.org).

**The Civic Center Conservancy is an equal opportunity employer and encourages all qualified candidates to apply.**