



STATE OF COLORADO  
invites applications for the position of:

# Executive Director

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver, Colorado

**SALARY:** Depends on Qualifications

**OPENING DATE:** 01/12/16

**CLOSING DATE:** 02/15/16 08:00 AM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**HISTORY** *Colorado*

History Colorado's mission is to inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. Since 1879, we have served as the state's memory, preserving the places, stories, and material culture of Colorado through our museums, educational program, historic preservation grants, research library, collections, and outreach to Colorado communities.

History Colorado's statewide activities support tourism, historic preservation, education and research related to Colorado's rich western history. For more than 130 years History Colorado has directed over a quarter of a billion dollars in grants for statewide preservation and education to all regions of the state. We offer public access to cultural and heritage resources of Colorado through thirteen regional properties in eight communities around the state, special programs for individuals and families, collection stewardship of Colorado's historic treasures, educational resources for schools, students and teachers, services related to preservation, archaeology and history, and the Stephen H. Hart Library and Research Center.

**DESCRIPTION OF JOB:**

History Colorado is seeking a visionary leader to work with a Gubernatorial appointed Board of Directors, staff, and partners to advance the mission and supporting programs of History Colorado.

With the objective of making history and its preservation relevant to a larger audience of residents and visitors of Colorado, the Executive Director must demonstrate a passion for history and competence in the following areas:

- Proven Leadership
- Community Engagement
- Effective Team Management
- Business Acumen
- Fundraising
- Presence/Energy/Enthusiasm
- Relationship Building/Communication
- Political Instinct

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

The successful candidate will have:

- At least 10 years of successful experience in a leadership position in a multi-faceted organization.
- Proven leadership and successful accomplishments.
- Respected by peers.
- Familiarity with Colorado places, cultures and business environment.
- Achievement in fundraising.
- Demonstrated aptitude to motivate staff and team.
- Ability to navigate management in a state government structure.
- Success in maintaining relationships with a variety of stakeholders.
- Competence at engaging and implementing visionary strategic planning.
- Keen passion and enthusiasm for mission.
- Creative sense of entrepreneurship to find solutions to complicated issues.
- Willingness to collaborate to expand capacity and opportunity.
- Demonstrated effective and dynamic communication proficiency.
- Bachelor's degree in a relevant field of study, with an advanced degree preferred.

**SUPPLEMENTAL INFORMATION:**

Interested individuals are asked to submit a job application, letter of interest, and three references.

**Additional Requirements for this position:**

- Frequent travel to locations within and outside of Colorado, typically for periods of less than one week in duration.
- The successful candidate must pass a criminal history background check prior to hire.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Jennifer Clayman, Human Resources Director, Jennifer.Clayman@state.co.us

**DEPARTMENT CONTACT INFORMATION:**

Jennifer.Clayman@state.co.us

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #GCA-9700-ED  
EXECUTIVE DIRECTOR  
JC

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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