Denver Indian Family Resource Center Seeks Executive Director

The Denver Indian Family Resource Center (DIFRC) in Denver, Colorado, has a full-time position open for Executive Director.

The Executive Director will possess significant knowledge and passion for the Denver Indian Family Resource Center’s service areas in order to lead the organization toward fulfilling its strategic plan. The Director is responsible for realizing DIFRC’s mission, vision and values through oversight of day-to-day operations including but not limited to the administrative, programmatic, risk management, financial, human resources, and fund-development activities of DIFRC. The Director is responsible for continually assessing DIFRC’s operations and progress, capitalizing on its strengths and addressing its weaknesses. The Director must be able and willing to serve as the professional face of the organization to the community.

The Director must possess and demonstrate good leadership and human resource management skills, which include creating a positive work environment, judicious decisionmaking, and clear, compassionate and collaborative communication. The Director must be a person of high integrity who builds trust and is able to motivate and influence others both inside and outside the organization. She/he must be capable of organizing, distilling and prioritizing large amounts of information and be able to fulfill the job duties with a high degree of commitment and self-motivation. The Director must be able to produce results in a high-volume, fast-paced, energetic and stressful work environment. The Director must also be sensitive and responsive to the specific needs of American Indian/Alaska Native people, as well as other diverse populations. The Director must promote cultural responsiveness at all levels of the organization.

This position requires a master’s degree in social work (or a related field) or a bachelor’s degree and at least five years of progressively responsible experience in management, administration and supervision at a public, tribal or nonprofit organization. Extensive knowledge of American Indian/Alaska Native cultures and histories, and experience working with the American Indian/Alaska Native population is essential. Experience working specifically with urban Native communities is desired.

Knowledge of social work theory, practice and interventions, as well as an understanding of the major theories of human development and mental/behavioral health are required. Understanding of government agencies and the child welfare system, and knowledge of the legal system as it applies to child welfare is highly desired.
Extensive experience in fundraising, budget planning and administration, information systems, research and knowledge of federal and state programs and practices, as well as experiences with collaborative program development is required.

**Closing date: August 29, 2014**

**How to apply:**

To get a copy of the full job description that includes all duties, responsibilities and qualifications, contact Elizabeth Jaramillo via email at ejaramillo@difrc.org. To apply, email your resume and cover letter by August 29, 2014, at 5:00 p.m. MDT to ejaramillo@difrc.org. Please use subject line “Executive Director.” No phone calls. Applications that are incomplete or which are submitted via regular mail or fax will not be considered.