



## **Executive Director**

### **Colorado County Officials and Employees Retirement Association**

**Seeking a talented and effective Executive Director to lead our Association!**

#### **WHAT WE DO**

The Colorado County Officials and Employees Retirement Association (CCOERA) is a non-profit association formed in 1968 by Colorado state statute. CCOERA's sole purpose is to provide retirement benefits to employees of Colorado local governments. In addition to a wide variety of investment options, we provide all the services one would expect from a professional managed retirement plan to include: individual retirement counseling, educational workshops on retirement and investing, daily investment transactions via phone or internet and state-of-the-art plan administration and recordkeeping technology. CCOERA has a seven-member (7) Governing Board comprised of Colorado residents who are elected/appointed by participants, municipalities, special districts or county commissioners.

#### **THE OPPORTUNITY**

This position, under the strategic direction and guidance established by the Board of Directors, is responsible for the successful leadership and management of CCOERA and dedicated to successfully managing and growing the financial resources devoted to retirement by Colorado county officials and employees. This position involves directing, managing, planning, preparing and reviewing all functions of the Association. The Executive Director oversees, directs and administers the activities of the CCOERA staff, Board administration, consultants and contractors, in formulating and administering Association policies by personally performing the following duties personally or overseeing and delegating responsibility to appropriate staff and contractors.

#### **WHAT YOU WILL BE DOING**

***In conjunction and collaboration with the Board of Directors:***

- Provide day-to-day leadership, management and administration of CCOERA; participate with the Board of Directors to implement a shared vision and strategic plan to guide the Association;
- Serve as professional advisor to the Board of Directors on all aspects of the Association's activities including internal and external issues that may affect the Association;
- Effectively lead and manage staff; coach and mentor to foster and develop effective work teams; ensure staff work effectively and collaboratively in meeting the needs of CCOERA's members and stakeholders;
- Represent CCOERA at community events; serve as chief spokesperson with a focus on enhancing CCOERA's reputation through service and community involvement;
- Serve as the lead public relations officer of the Association; present the value of CCOERA to prospective clients;
- Oversee the general management of the Association's retirement plans on behalf of the Board, entities and individual participants;
- Act as an advocate, within the public and private sectors, for issues relevant to the Association, its services and participants;
- Design, develop and implement best practices for the Association;
- Oversee professional development and mentoring of staff;
- Responsible for financial planning and stewardship to include budgeting, reporting, and audit.

## **WHAT YOU WILL BRING TO CCOERA**

- Adaptability and willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Values integrity; understands ethical behaviors and business practices; serves as a role model for integrity;
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Association;
- Demonstrates strength in communication; listens, speaks, and writes in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques;
- Leads effectively through servant leadership; anticipates, understands, and responds to the needs of internal and external participants and stakeholders to meet or exceed their expectations;
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the Association's effectiveness.

### ***The successful candidate:***

- College degree required;
- Minimum of 7 – 10 years' experience in a senior management position required;
- Association management experience; government management experience preferred;
- Experience setting and achieving strategic and operational objectives with measurable results; commitment to achieving results;
- Demonstrated high degree of business acumen; broad knowledge and experience in management and administration of human services, finances; planning and evaluation and governance;
- Proven experience in leading cultural change and ability to deal effectively in demanding situations;
- Proficient in communicating persuasive presentations to diverse groups in all segments of our community; speaks in compelling and effective ways;
- Experience in managing continuity, transition and change; understands how to influence and enable others;
- Strong Association and time management skills.

## **WHAT CCOERA IS PROVIDING**

- Compensation commensurate with experience and discretionary bonus potential
- Health benefits – medical, dental and vision
- Robust Retirement plan

CCOERA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CCOERA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CCOERA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CCOERA employees to perform their job duties may result in discipline up to and including discharge.

If you are interested in applying for this opportunity, please apply directly through the link provided and include the following: cover letter, resume, three professional references, and salary expectations.

<https://ccoera.breezy.hr/>