



Position Title: Executive Director  
Position Status: Salary  
Reports To: Executive Director  
Salary rate: \$28,080.00 - \$66,560 depending on experience and whether part-time or full-time.  
Hours: 20-40 hrs/week

Anticipated start date: Mid-March. Applications received before March 8, 2024 will receive priority consideration. Additional applications may be reviewed on a rolling basis thereafter until a candidate is appointed.

**About The River Center of New Castle, Inc.:**

The River Center of New Castle is a nonprofit organization based in New Castle, Colorado. We provide support to households residing in New Castle and Silt, Colorado including financial assistance for basic needs, weekly Totes of Hope food bags and Meal Monkey lunches to youth 18 years and younger, a weekly senior luncheon and monthly activity, two community gardens, Angel Tree Christmas gift outreach, the Volunteer New Castle group, school supplies to area schools, community classes, and the Crystal Mariscal scholarship and youth scholarship program.

**Mission:**

To identify and address unmet community needs with compassionate volunteerism.

**Vision:**

We will create a unified dynamic and caring community which supports and sustains itself by:

- Identifying community needs
- Partnering with other organizations
- Being financially sustainable
- Remaining grassroots with a strong volunteer base
- Extending our successful process to neighboring communities

**Core Values:**

- Honesty
- Integrity
- Compassion
- Cooperation
- Respect
- Loyalty
- Reliability



The **Executive Director (ED)** is responsible for providing leadership and guidance for the organization. He/She is responsible for day-to-day operations within the organization, overall management of staff, review and assessment of staff and programs, fundraising through grant writing and events, implementing and expanding new programs, building community and business relationships, reporting to the Human Service Commission, and working with the Board of Directors. The ED will also manage River Center Holdings, LLC ownership of the organization's building.

**Responsibilities:**

- Oversee staff and maintain a level of integrity and confidentiality held by River Center employees.
- Build and lead an effective team that is dedicated to the mission and vision of The River Center.
- Report to the Board of Directors.
- Meet annual fundraising goals through grant writing, individual donors, corporate donors, church donations, and fundraising events.
- Plan and oversee annual strategic planning with staff and Board of Directors.
- Prepare and oversee an annual budget.
- Review monthly financials and report any findings to the Board.
- Financial oversight including bank deposits.
- Serve as the point contact person for all external contacts, including presenting at meetings/events.
- Represent the River Center on the Human Service Commission.
- Increase visibility, credibility, and community awareness of outreach programs.
- Continue building strong partnerships with local town staff, businesses, community, and organizations within the valley.
- Oversee all external communications, including website, marketing materials, social media, newsletters, and annual reports.
- Responsible for Bingo/Raffle license renewals and reporting.
- Oversee River Center Holdings, LLC building ownership, maintenance, and rentals.

**Qualifications:**

- Must have a strong passion for the mission and vision of the River Center.
- Dynamic and energetic team player that serves as a strong leader in the community.
- Computer proficiency, primarily Word, Excel, and Google Docs
- Strong communication skills (written and verbal), including public speaking
- Ability to be organized and efficient.
- Able to jump in to help with outreaches as needed.
- Self-starter mindset with innovative ideas and approaches to planning.
- Able to manage difficult or stressful situations well.
- Bi-lingual (English & Spanish) preferred.
- Prior experience in nonprofit management preferred.
- Familiarity with similar organizations within the valley that we partner with is preferred.

**How to Apply:**

Send a letter of interest and your resume to Heather Paulson at [director@rivercenternewcastle.org](mailto:director@rivercenternewcastle.org)