

**Mountain States Chapter  
CO-MT-NM-UT-WY**



**12200 East Iliff Avenue  
Suite 107  
Aurora, CO 80014**

**Position Title:** Executive Director

**Organization:** Mountain States Chapter, Paralyzed Veterans of America

**Location:** Colorado, Montana, New Mexico, Utah or Wyoming

**Position Summary:**

The Executive Director serves as the chief executive officer of the Mountain States Chapter of PVA, responsible for leading the organization in achieving its mission of advocating for and supporting veterans with spinal cord injuries and related disabilities. This includes overseeing daily operations, fundraising, advocacy, financial management, and program development while fostering a culture of collaboration, inclusivity, and service. The Chapter has established excellent relations with the Eastern Colorado VA, specifically the Spinal Cord Injuries and Disorders clinic where many of our members receive their care. Selected candidate will be required to occasionally travel to National events and to some event located throughout the chapter. Position will also require a regular presence at the VA Hospital.

**Key Responsibilities:**

**Leadership & Strategy**

- Develop and execute strategic plans in alignment with the mission and goals of the PVA chapter.
- Act as the primary spokesperson for the chapter, representing its interests to members, stakeholders, and the community.
- Foster relationships with local, state, and national organizations to enhance advocacy efforts and visibility.
- Build relationships within the business community across the geographic expanse of the chapter which may include events and general chapter operations.

**Operations Management**

- Oversee day-to-day operations, ensuring efficient management of programs, staff, and volunteers including supervising a small staff of 2-3 individuals and cultivate culture of training and growth for employees.
- Monitor program effectiveness, ensuring alignment with the chapter's mission and objectives both at the chapter level and how it relates to the PVA National organization.
- Maintain compliance with all legal and regulatory requirements including fundraising operations and human resources.
- Provide reporting to the National PVA office on requested items including volunteer hours, finances and activities.

**Fundraising & Development**

- Develop and implement fundraising strategies, including events, grants, and donor relations.
- Cultivate relationships with donors, sponsors, and community partners to secure financial support both for chapter operations and events throughout the 5 State reach of the Chapter.

### **Financial Oversight**

- Prepare and manage the annual budget in coordination with the board of directors.
- Oversee financial reporting and ensure sound fiscal management of the Chapter.
- Oversee employee compensation and benefits.

### **Communications/Marketing**

- Ensure web presence and social media efforts are regularly updated with current information and efforts.
- Coordinate with PVA National's efforts on key initiatives including legislation and accessibility.
- Ensure the Chapter produces a bi-monthly (every other month) newsletter to be sent to all members and supporters.

### **Board Relations**

- Work closely with the board of directors to ensure alignment on goals and strategies.
- Provide regular updates on chapter activities, financial health, and strategic initiatives.

### **Qualifications:**

- Bachelor's degree in nonprofit management, business administration, public administration, or a related field (master's preferred).
- Minimum of 5 years of leadership experience in nonprofit management, preferably within veterans' services or disability advocacy.
- Strong understanding of the challenges faced by veterans with spinal cord injuries or related disabilities.
- Proven experience in fundraising, grant writing, and financial management.
- Excellent communication and interpersonal skills.
- Ability to build relationships with stakeholders, partners, and the veteran community.

### **Compensation & Benefits:**

- Salary range: \$60k-75k per year, commensurate with experience. Bonuses dependent upon meeting success metrics.
- Benefits include [health insurance, PTO, retirement plans, etc.].

### **Application Instructions:**

Interested candidates should submit the following:

- A cover letter detailing their experience and vision for the role.
- A resume highlighting relevant achievements.
- Three professional references.

Applications should be sent to [izzy@mscpva.org](mailto:izzy@mscpva.org).