



Job Title:	Executive Director
Job Classification:	Full-Time, Salaried Exempt Position
Job Relationships:	Reports to the Board of Directors, supervises Business & Finance Director, Development Director, and Community Engagement Coordinator
Location:	Loveland, CO – hybrid work environment

About McKee Wellness Foundation

McKee Wellness Foundation (MWF) bridges gaps in health and wellness across Larimer and Weld Counties. We connect available resources and community needs, in support of patient care, community health programs, and educational opportunities. With a commitment to fostering physical and mental well-being throughout northern Colorado, we take a collaborative, solution-driven approach to create impact.

Position Overview

The Executive Director (ED) provides visionary leadership for MWF, working closely with the Board of Directors to advance the Foundation’s mission. The ED is responsible for strategic planning, operational oversight, fund development, financial stewardship, community engagement, and staff leadership, ensuring the organization’s continued growth and impact. The ideal candidate is a dynamic and results-oriented leader with extensive nonprofit management experience and a passion for community wellness. The ED reports to the Board of Directors, leads a team of three, and oversees a \$2M budget.

Key Responsibilities

Program Oversight

- Identify and assess community health and wellness needs to inform MWF’s funding priorities.
- Develop, implement, and oversee innovative programs that align with MWF’s strategic initiatives.
- Ensure proper allocation and management of funding to maximize program impact.
- Establish evaluation frameworks to measure program success and provide comprehensive impact reports to stakeholders.

- Manage grant-making and scholarship programs, ensuring transparency, efficiency, and alignment with MWF's mission.

Fund Development

- Provide strategic oversight for fundraising initiatives, ensuring alignment with organizational goals.
- Build and maintain relationships with key donors, foundations, and corporate partners to enhance fundraising success.
- Ensure donor stewardship strategies are effectively implemented to foster long-term engagement.
- Work collaboratively with the Development Director to ensure a sustainable revenue model that supports MWF's mission and growth.

Financial Oversight

- Develop and manage the annual budget in collaboration with the Board's finance committee.
- Ensure strong financial controls, risk management, and compliance with all regulatory requirements.
- Oversee financial reporting, audits, and long-term sustainability planning.
- Identify and implement revenue growth strategies to expand the Foundation's reach and impact.
- Optimize financial systems and processes to enhance efficiency and accountability.

Community Relations

- Serve as the primary ambassador for MWF, fostering relationships with community leaders, healthcare partners, and stakeholders.
- Act as the Foundation's public spokesperson, effectively communicating its mission, vision, and impact.
- Oversee marketing, public relations, and community outreach strategies to enhance MWF's visibility, engagement, and brand awareness.
- Foster collaborations with nonprofit organizations, businesses, and government entities to enhance community impact.

Board Collaboration

- Partner with the Board of Directors to set and execute the organization's strategic vision.
- Provide timely and data-driven updates on operations, finances, and program outcomes.
- Assist in board development, recruitment, and training to enhance governance and organizational effectiveness.
- Facilitate meaningful board engagement in fundraising, advocacy, and strategic initiatives.

Staff Leadership

- Recruit, mentor, and lead a high-performing team that embodies MWF's values and mission.
 - Foster a culture of innovation, accountability, and professional development.
 - Establish clear performance goals and ensure staff have the necessary resources and support.
 - Promote inclusivity, teamwork, and continuous improvement within the organization.
 - Maintain a transparent and effective internal communication structure.
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Qualifications & Experience

Minimum Requirements

- 10+ years of senior nonprofit leadership experience, demonstrating success in fundraising, financial stewardship, and organizational growth.
- At least 5 years of direct supervisory experience, including hiring, performance management, and staff development.
- Bachelor's degree in nonprofit management, communications, business administration, public health, or a related field.
- Proven ability to oversee successful fundraising campaigns, including major gifts and grant writing.
- Strong financial acumen, including experience with budgeting, financial reporting, and compliance.
- Excellent written, verbal, and interpersonal communication skills with the ability to engage diverse stakeholders.
- Proficiency with donor management databases, financial software (e.g., QuickBooks), and Microsoft Office Suite.
- Demonstrated ability to lead and inspire a team, fostering a culture of collaboration and excellence.
- Demonstrated professionalism, transparency, respect, integrity, and accountability.
- Ability to work flexible hours, including evenings and weekends, as required for events and community engagement.
- Strategic thinker with a data-driven approach to decision-making.
- High emotional intelligence and the ability to navigate complex relationships effectively.

Preferred Qualifications

- Experience leading a nonprofit with a health and wellness focus or a community foundation/grant-making organization.
- Understanding of northern Colorado's philanthropic and healthcare landscape.
- Advanced academic degree and/or CFRE certification preferred.

Compensation & Benefits

- Annual Salary starting at \$118,000 commensurate with qualifications and experience.
- 401(K) program with employer contribution.
- Employer-paid health, vision, and dental benefits.
- Unlimited PTO and paid holidays.
- Flexible work hours and hybrid work environment.

Background Checks: McKee Wellness Foundation conducts background, credit, and DMV checks prior to employment.

Equal Opportunity Employer: McKee Wellness Foundation is committed to fostering an inclusive and diverse workplace.

To apply, please email a current resume, cover letter - including salary requirements, and a minimum of three professional references (including name, phone, email, and relationship to the applicant) to jobs@mckeefoundationco.com.