

Colorado County Clerks Association (CCCA) Executive Director

Position Posting

History

The Colorado County Clerks Association is a not for profit 501 c (6) professional association that comprises the 63 elected county clerk and recorders. Governance plays an important role in determining how a professional association functions. The CCCA is no exception.

Association Executive Board members work hard to maintain individual county offices, conduct high profile elections, and work in an environment of budget cuts and escalating costs. In addition to these workloads members then take on additional responsibilities by volunteering to work as board members, and committee chairs for the good of the state association. The Executive Director position was established nearly 10 years ago to administer and support the association vision, mission, and goals of the Colorado Clerks.

The CCCA seeks a contract Executive Director with diverse non-profit management, governance, conference planning, and communications experience. The Executive Director reports to the 10-member CCCA Executive Board. The Board is elected by the association membership. The duties and management of selected other functions are delegated to the Executive Director by the CCCA Bylaws and under the direction of the President of the Board.

Title: Executive Director, Colorado County Clerks Association (CCCA)

Type: Contract position

Posting Date: November 13, 2020-December 4, 2020

Salary: \$ 75,000

Desired Qualities of Successful Candidate

- Excellent communication skills, management ability and relative budget experience.
- Ability to work in conjunction with the Executive Board to develop strategic plans, annual goals, and objectives, etc.
- Ability to attend meetings of the Executive Board, committees, and policy stakeholders, and participate in discussions and deliberations.
- Ability to receive, consider, and speak on recommendations from the officers, the committee chairs, and the membership.

- Ability to assist in the preparation of agendas for meetings by suggesting topics as appropriate.
- Ability to navigate diverse political contexts.
- Ability to undertake any special assignments from the President.
- Ability to work with the Board to establish a 5/10-year vision for the association.
- Proficiency and proven ability to create and maintain a team environment with all members.
- Knowledge and experience with compliance regulations associated with 501(c)6 requirements are a must.
-
- Ability to learn quickly.
- Have a strong presence, a strong understanding of association members' operations and have a strong commitment to forwarding the association goals.

Desired Qualifications of Successful Candidate

- Ten-year's experience in a non-profit or public management leadership capacity, staff supervision, and good understanding of diverse operational needs.
- Advanced computer skills. Experience with virtual meeting technology, website content management, and group collaboration technology.
- Advanced verbal and written communication skills.
- Demonstrated leadership skills and adherence to professional standards.
- Ability to attend Executive Board Meetings after work hours and in various locations throughout the state.
- Experience in policy development and implementation and/or government relations, and the ability to work with the association lobbyist on association policy agenda.
- Experience working in elections, recording, motor vehicle operations in Colorado (preferred).
- Experience dealing with the press/media.
- Any combination of education/experience to achieve the goals of the association may be appropriate.
- Experience with training and program implementation.
- Conference and meeting planning experience.

- Bachelor's degree, preferably in public administration, business, or other closely related field; or any combination of education/experience as may be deemed appropriate to achieve the goals of the association.

Executive Board – Remains volunteer and continues to:

- Create the vision.
- Understand and promote the association's mission.
- Attend Board Meetings and review the agenda, minutes, and treasurer's report (making suggestions, and pointing out errors and omissions, as necessary).
- Secure resources.
- Determine the goals and purpose of the association by:
 - Developing the policies of the association
 - Contributing to the strategic plan
 - Executing the policies as adopted by the membership
 - Helping to develop rules (by-laws) to govern the association
 - Assisting in preparation of the annual budget
 - Keeping informed of law developments
- Define clear roles and responsibilities.
- Establish and monitor benchmarks for performance.
- Receive member communications and suggestions and share them with the Board.
- Be accountable to the membership.

Revised 10/7/2020