



For business. For Colorado. For tomorrow.

**Colorado Chamber of Commerce Employment Opportunity:**  
***Executive Director of Colorado Chamber of Commerce Foundation***

**Overview of Position:**

The Colorado Chamber Foundation is a non-profit educational foundation whose purpose is to support programs, research, educational opportunities and other initiatives that encourage and enhance a healthy business climate and works in partnership with state business leaders to advance Colorado's future. Through Vision 2033, a strategic action plan for Colorado, the Colorado Chamber Foundation is funding and implementing key initiatives to foster sustained economic growth statewide. This includes workforce initiatives, environmental sustainability, technology, legal reform and economic research.

The Colorado Chamber is seeking an Executive Director of the Colorado Chamber Foundation and strategic leader focused on managing and building the Foundation and overseeing key initiatives established through our strategic plan. This role combines leadership experience with operational excellence in stakeholder engagement, brand positioning, and revenue generation. This person shall also lead statewide partnerships with local chambers of commerce, ensuring alignment with the Chamber's mission and vision.

**Leadership & Management Responsibilities:**

- Develop & lead the Foundation program to achieve the goals of Vision 2033 and key initiatives for enhancing a healthy business climate.
- Actively engage the Board of Directors and investors and build Board involvement with strategic direction for ongoing operations.
- Oversee key initiatives developed through Vision 2033 and create any new alliances or advisory boards to support those goals.
- Increase participation in key initiatives through Chamber members, local chambers and other organizations.
- Attend all Foundation Board meetings, prepare agendas and monthly reports.
- Prepare annual budget for Board approval in coordination with the Treasurer.
- Submit a monthly financial report to the Treasurer and Executive Committee.

**Fundraising & Communications:**

- Build Foundation investments through outreach to Chamber members, partnering organizations, community organizations, and other foundations.
- Use networking and relationships to garner new partnerships and investments.
- Work with communications team - from web presence to external relations to create a strong brand.

**Other Responsibilities:**

- Work collaboratively with other departments within the organization.
- Work with communications team on Foundation messaging.
- Work with Chief Operating Officer on finances and Foundation investments.
- Manage, train and coach future Foundation staff.
- Serve on CO Chamber Alliance (CCA) Advisory Board to advance & encourage alignment with Vision 2033 goals.
- Participate in CCA meetings when needed.
- Provide expertise to CCA members on policy and political issues.

**Qualifications and Core Competencies:**

- Minimum of four (4) – eight (8) years leading a business organization or serving in a senior leadership role for a business organization.
- Experience in raising revenue.
- Effective relationship-building and collaboration skills.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Professional demeanor and executive presence with strong oral, written, and interpersonal communication skills.
- Uncompromising ethics and integrity.
- Personal interest in and commitment to a healthy business climate in Colorado.
- Comfortable presenting to a wide range of audiences.
- Ability to collaborate with a high performing team.

**Salary Range and Benefits:**

This is a full-time position with an annual salary range of \$150,000 - \$185,000 with benefits as follows:

- Medical health insurance; Dental insurance; Vision insurance
- 401(k) Retirement Plan & employer match
- Group Term Life & Accidental Death & Dismemberment Insurance
- Short-term and long-term disability insurance
- Monthly parking or a travel allowance to the Chamber office
- Commission and bonus opportunities based on new memberships and Foundation investments.

**Paid Time Off:**

- Holidays – 11 days per calendar year
- Vacation – 10 days accrue per calendar year and increases based on years of service.
- Sick Leave / Personal Leave / Family and Medical Leave

Interested candidates may submit their resume to Lisa Reeves at [lreeves@cochamber.com](mailto:lreeves@cochamber.com) by April 28, 2025.