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**Special Olympics**  
Colorado



**PRESIDENT/CEO**

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## **POSITION SPECIFICATIONS**

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### **CLIENT**

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Our client is Special Olympics Colorado (SOCO), a 501c3 corporation. SOCO is an independent chapter of Special Olympics North America (SONA), a region of Special Olympics International. Founded in 1968, Special Olympics is a global movement of people creating a new world of inclusion and community, where every single person is welcomed, regardless of ability or disability.

**The mission of Special Olympics Colorado is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.**

SOCO provides more than 100 opportunities for athletes to train and compete each year in 22 sports for individuals ages 2 and up. Participation with other athletes, Unified partners (typically developing peers), coaches, sponsors and volunteers builds confidence and creates opportunities to participate as productive and respected members of society by increasing public awareness of the athletes' capabilities.

In Colorado, SOCO serves almost 26,000 athletes, 300 schools, over 13,000 volunteers, 2,500 coaches, and 1,200 members of law enforcement. SOCO's reach includes 110,000 students from pre-school through college, and 25,000 families and friends of athletes.

SOCO is currently governed by a 25-member Board of Directors, and maintains a Board of Trustees of individuals with past ties and commitment to the organization (currently 21 members) who provide continued support. SOCO operates with a budget of approximately \$6.5M, all of which is provided by corporate and individual donors, as well as foundation grants. It employs a staff of 40-45 dedicated team members. Headquarters are located in Centennial, CO, an attractive suburb of Denver.

For more information about SOCO, please visit [www.specialolympicsco.org](http://www.specialolympicsco.org).

Consultants in Executive Search

## **RESPONSIBILITIES**

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The President/CEO is accountable to the Board of Directors, reports to the Board Chairman, and works closely with the Executive Committee. The President/CEO works with the Board to develop policies and procedures which support the mission of SOCO and the strategic direction of the Board, develops succession plans with Board input, and provides operational direction and inspired leadership in support of the mission and direction. The President/CEO will respond to the Board's goals by developing focused objectives and an integrated plan for achieving those objectives throughout the year.

The President/CEO directs the day-to-day operation of the organization. Together with the senior staff, the President/CEO develops the operational plan and budget, which is approved by the Board. He/she represents SOCO throughout the community and the state. In addition, the President/CEO of SOCO represents the Colorado program at meetings and events at the national and international level.

Working with the Board to maintain the current funding base, the President/CEO will also develop new sources of funding. In addition, the President/CEO will look for new and creative ways to increase the number of participating athletes and volunteers.

The President/CEO must be willing and able to work weekends and evenings as needed, and travel independently throughout the state. The finalist candidate must successfully complete SOCO's background screening process.

Key responsibilities of the position include:

### **Board of Directors**

- Works closely with the Chairman of the Board, Executive Committee and Board of Directors on the delivery of the mission of SOCO.
- Works with the Executive Committee and/or Nominating Committee to identify and solicit potential board candidates.
- In conjunction with the Board Chairman, develops Board committees.
- Oversees annual Board Member orientation.
- Ensures that the bylaws of the organization are updated and followed.

### **Policy**

- Assists Board and senior staff in developing and implementing organizational goals and policies.

### **Operations**

- Conducts the operations of the organization in direct support of the mission, goals and objectives set by the Board.
- Oversees the administration of the organization, including the physical and general management of SOCO operations throughout the state.
- Ensures all rules and policies of SOCO, SONA (Special Olympics North America) and SO, Inc. are observed and followed throughout the program.

### **Staff**

- Hires, trains and supervises senior staff positions, which currently include CFO, Director of Marketing, VP of Development, VP of Law Enforcement Torch Run, VP of Non-Competitive Programs, Sr. VP of Unified Champion Schools, and Project Manager.
- Leads the staff in setting integrated goals in support of the Board’s strategic direction and goals.
- Directs the activities of the staff, ensuring that competent and motivated individuals are in place to execute the mission of SOCO.

### **Finance**

- Develops and manages an annual budget, which is approved by the Board of Directors.
- Ensures that financial reporting is accurate and timely.
- Ensures that appropriate financial controls are in place.

### **Development**

- Maintains relationships with current funding base.
- Develops and fosters relationships within the community.
- Seeks opportunities to secure additional funding and corporate support.
- Provides necessary support to the creation and submission of grants to foundations.

### **Public Advocacy**

- Serves as the official spokesperson for Special Olympics Colorado throughout the state.
- Serves as the representative to SONA and SO, Inc.

### **Program**

- Assists in the development of new program initiatives on an ongoing basis.
- Attends selected events and celebrations.
- Supports other departments when workload allows to contribute to team spirit and sharing of responsibilities.

## **EDUCATION AND EXPERIENCE**

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- Bachelor’s degree from an accredited university or college, or equivalent experience
- Significant experience (ideally a minimum of seven (7) years) leading and directing a successful organization, work group, agency or small business
- Strong experience with strategic and operational planning
- Successful experience with fundraising, or experience in a role involving community partnerships and relationships
- Proven track record of fiscal management
- Demonstrated experience working with diverse individuals and groups; understanding and appreciation of the needs of people with intellectual disabilities is a strong plus
- A thorough understanding of governance boards, and operational roles and relationships

## **PERSONAL CHARACTERISTICS**

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- A team-centered, collaborative management style
- Excellent oral and written communication skills
- Demonstrated commitment to and understanding of the mission of Special Olympics
- A big picture thinker; strong strategic thinking skills
- Sense of humor
- Willing and able to support other departments, contributing to team spirit and sharing of responsibilities
- Open, honest, and approachable
- Willing and able to mentor younger staff members

## **COMPENSATION**

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SOCO will offer the successful candidate a competitive compensation and comprehensive benefits package. Benefits include health, dental, vision, life and long term disability insurance, flexible spending account, 401k plan with a 1% employer match, paid holidays, and general flexible time off. Relocation assistance will be negotiated on an individual basis.

## **NON-DISCRIMINATION**

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

## **APPLICATION PROCESS**

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EFL Associates, an executive search firm, is assisting SOCO with this important search. All calls and inquiries should be made through the search firm. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

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