



**POSITION:** Executive Director

**RESPONSIBLE TO:** Colorado RCRC Board of Directors

**HOURS:** Part-time (approx. 15 hours a week)

**MISSION:**

The mission of the Colorado Religious Coalition for Reproductive Choice is to be the leading religious voice for reproductive health and rights. The Colorado RCRC works together with the National RCRC, which is celebrating 40 years of affirming women's reproductive rights.

**SUMMARY:**

The Executive Director is responsible for managing the work of the organization. Main responsibilities include administration, overseeing the education, counseling, networking, programming, communications, events, and advocacy efforts.

**RESPONSIBILITIES:**

- Administration: supervising staff members, preparing reports, and other duties as necessary to maintain the on-going operation of the organization.
- Fundraising, Development, Grant Writing/Management.
- Preparing and delivering public testimony.
- Representing the organization to the public.
- Networking with pro-reproductive and abortion rights partners.
- Coordination of CORCRC's counseling services.
- Coordination of Education and Outreach efforts.
- Communications, including social networking and media relations.
- Board and organizational development.
- Collaboration with the CORCRC Board of Directors.
- Collaboration with the National Religious Coalition for Reproductive Choice.

**QUALIFICATIONS AND QUALITIES:**

- Pro-Choice commitment to equitable access to abortion services and reproductive rights.
- Religious identity and involvement. Clergy preferred, but not required.
- Organizational skills: meeting deadlines, reporting, etc.
- Effective communications skills
- Comfort and skill using technology and basic programs such as Microsoft Word or Excel.
- Solid leadership and management skills
- Fund Raising and grant-writing experience
- Experience with a non-profit organization is preferred.

**CONTACT**

- Applications close on November 1, 2018
- Please send resume and cover letter with references to [CoRCRC1@gmail.com](mailto:CoRCRC1@gmail.com)