

2019 OUR Center Executive Director Application

1. * **PLEASE NOTE:** We HIGHLY recommend that you prepare your information for this application offline to avoid internet connection and other potential issues as you're completing the application online. Please [click here](#) to preview/print the entire application before completing online.

Today's Date **[Format: mm/dd/yyyy] ***



2. CONTACT INFORMATION:

First Name *

MI

Last Name *

Home Address *

Apt/Unit #

City *

State *

Postal Code *

Mailing Address [Enter SAME if same as above] *

Email Address *

Home Phone [Format: (xxx) xxx-xxxx] *

3. Which of the following role(s) have you served in during the last 10 years? *

- ☐ President
- ☐ Executive Director
- ☐ CEO
- ☐ Deputy Director
- ☐ None of the above

4. For how many years total as Executive Director, CEO or President? *

5. Are you currently employed? *

- ☐ Yes
- ☐ No

6. Have you read and do you understand the complete OUR Center Executive Director job description? *

- ☐ Yes
- ☐ No

7. Date available to begin work **[Format: mm/dd/yyyy]** *



8. What are your salary needs or expectations for this position? *

(Please indicate dollar amount or a salary range)

9. How did you first learn about the OUR Center? *

10. Where did you first hear about this position? *

- ☐ Friend or Colleague
- ☐ LinkedIn
- ☐ Facebook
- ☐ Andrew Hudson's Jobs List
- ☐ Colorado Nonprofit Association Job Board
- ☐ Regis University Master of Nonprofit Management Job Board
- ☐ OUR Center Web site
- ☐ Other

If other, where did you first hear about this position? *

11. Status of Authorization to Work in the U.S.? *

☐ U.S. Citizen ☐ Other (List)

12. Do you have a LinkedIn Profile? *

☐ Yes

☐ No

13. Please provide the URL of your LinkedIn Profile: *

14. Do you have a Facebook page? *

☐ Yes

☐ No

15. Please provide the URL of your Facebook page: *

OUR Center Executive Director Application || Personal Skills & Abilities

16. Languages you speak fluently *

17. Languages written fluently *

18. List Current Licenses/Professional
Registration/Certifications/Memberships

OUR Center Executive Director Application || Additional Information

19. The OUR Center community is diverse and includes people and families who are marginalized, experiencing poverty or homelessness. Please describe **your work with or connections to individuals or communities who face socio-economic inequality**. What have you learned from these experiences and how do they inform your leadership on these issues? *

20. Please share your knowledge of the **Longmont and Boulder County community** including your community connections and networks. *

21. Please share a couple of examples of **how you have partnered with others** outside your organization to advance a common cause? *Please be as specific as possible.*

*

22. Please discuss your **experience raising capital from various sources** - in particular how you have expanded and diversified revenue generating activities to support current operations, as well as how you've built assets for long-term organizational sustainability. Share your level of responsibility (direct, supervisory, supporting) for these funding and/or financing efforts and your role in creating fund development plans. *Please be as specific as possible.* *

23. Please tell us about your experience with **financial management, analysis and reporting, and budget planning** of programs for a nonprofit organization.

*

24. Please discuss your **leadership style**, how you help an organization translate **vision into measurable goals**, and your views on creating **accountability** within the organization.

*

25. Tell us something about yourself that **we won't know** from reading your resume.

[50-word limit]

*

26. What would your colleagues tell us about **why you're the perfect person** for this position?

[50-word limit]

*

27. What questions do you have for the search committee as they consider your application, cover letter and resume?

OUR Center Executive Director Application || Additional Information (con't)

28. Has an employer ever formally disciplined (*e.g. written, suspension, demotion, or termination*) you for performance or conduct? *

☐ No ☐ Yes

29. Please explain: *

30. Have you ever been involuntarily terminated or asked to resign from employment? *

☐ No ☐ Yes

31. Please give the name of employer, the date and the reasons for the termination or request for resignation. *

32. Have you ever reached a mutual decision with an employer to vacate a contract prior to its expiration? *

☐ No ☐ Yes

33. Please explain: *

34. The OUR Center will conduct a background check and professional reference checks. Are you willing to submit to a background check and professional reference checks? *

☐ Yes ☐ No

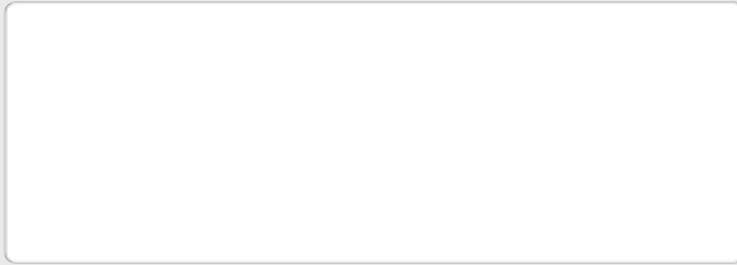
35. Have you ever been convicted of a felony*, pleaded nolo contendere or received probation for any offense other than minor traffic violations?

**Convicted of a felony means entry of a final judgment on a verdict or a finding of guilt, or plea nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, set aside, or otherwise rendered invalid. **

☐ No ☐ Yes

36. Please provide complete details including charges, dates, and locations.

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OUR Center Executive Director Application || PLEASE READ CAREFULLY

37. THE OUR CENTER PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES (EEO) TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, ETHNICITY, RELIGION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS OR CIVIL UNION STATUS, PAST OR PRESENT MILITARY SERVICE, OR ANY OTHER PROTECTED CLASSIFICATION. THIS POLICY APPLIES TO ALL EMPLOYMENT DECISIONS, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, COMPENSATION, AND TRAINING.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ANY SUPPLEMENTAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT FALSE STATEMENTS ON THIS APPLICATION MAY RESULT IN REFUSAL AND/OR TERMINATION OF EMPLOYMENT. IF EMPLOYED, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE OUR CENTER, AND I UNDERSTAND THAT THESE RULES AND REGULATIONS AND ANY HUMAN RESOURCES MANUAL DO NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT

ANY TIME AT THE OPTION OF EITHER THE EMPLOYER OR ME. I AUTHORIZE THE OUR CENTER TO MAKE SUCH INVESTIGATIONS AND INQUIRIES ABOUT ME AS IT DEEMS NECESSARY TO DETERMINE MY SUITABILITY FOR EMPLOYMENT, AND I AUTHORIZE ANY PERSON WHO RECEIVES SUCH AN INQUIRY ABOUT ME TO RELEASE TO THE OUR CENTER, OR ITS AGENTS, SUCH INFORMATION AS IT POSSESSES. I AGREE THAT MY TYPED ELECTRONIC SIGNATURE BELOW INDICATES I HAVE READ, I HAVE PERSONALLY COMPLETED AND I REPRESENT AS BEING TRUE ALL OF THE INFORMATION IN THIS APPLICATION. *

☐ I AGREE ☐ I DO NOT AGREE

38. **APPLICANT SIGNATURE:** [By typing your full name in the box below you understand and agree this will serve as your electronic signature on your application.] *

39. **DATE:** [Format: mm/dd/yyyy] *



40. Please upload your **Cover Letter and Resume** as **ONE** document in **PDF** format. **Maximum file size = 10MB**

*[Click Browse to choose your file from your hard drive then click Upload. Once the name of your document is showing to the left with an **x** to the far right - please click Submit to upload and your application, cover letter and resume. You will be presented with the information in your application and a confirmation number if your submission was successful.]*

Any application submitted without a cover letter and resume will not be considered. *

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