



January 2022

Colorado Judicial Institute (CJI) Executive Director Job Description

The Colorado Judicial Institute (CJI) is a Colorado non-partisan, non-profit organization, and is also a membership organization that enlists corporations, law firms and private citizens to support its mission. CJI's mission includes protecting Colorado's state court judicial merit selection system and supporting a fair, impartial, and independent judiciary and educating the public about that system. CJI supports public education and outreach about the judiciary, believing that an educated public is crucial to supporting judicial impartiality as a component of the separation of powers. CJI also supports the judiciary by providing funding for judicial education. CJI believes protecting a fair and impartial judiciary, furthering public education regarding the courts, and supporting the excellence of the courts will foster a judicial system that allows litigants to have their day in court with dignity and respect.

Position: Colorado Judicial Institute (CJI) Executive Director
Reports to: CJI Board of Directors, primarily the CJI Board Chair
Hours: Full-time

General Purpose: Provide the leadership for and oversight of the staff, Board of Directors (Board), and membership, plus coordinate activities of the organization and represent CJI within the community.

The Executive Director (ED) works under the direction of, and in collaboration with, the CJI Board Chair (Chair), the CJI Executive Committee (EC), and the CJI Board, to carry out CJI's mission. The ED's principal mission-driven role is to support the Board in defining, implementing, and evaluating a strategic plan that provides CJI with financial, organizational, relational, and operational capacity to carry out its mission. The ED must work collaboratively with the Chair, EC, and Board, as well as with members of the relevant communities, including legal, civic, and philanthropic stakeholders, to raise awareness of CJI and its activities, promote CJI's mission, and contribute to CJI's success.

The ED's administrative duties include overseeing the overall functioning of CJI's activities and operations, and reporting to and advising the Chair, the EC, and the Board regarding those activities and operations. Generally, the ED will communicate with the Chair and the EC about matters before presenting them to the Board. The ED also works with CJI Committees to assist them in fulfilling the Committees' charges. The ED supports CJI's fundraising efforts, works with outside individuals and organizations to cultivate relationships to further CJI's mission, and investigates opportunities for broadening the scope of CJI's activities.

The ED's duties and qualifications, as described below, are subject to these General Purpose principles.

Essential Mission-Driven Duties:

- Possess a comprehensive understanding of CJI’s mission, activities, and operations.
- Adhere to and promote CJI’s mission, core values, and strategic initiatives.
- Develop a thorough knowledge of the relevant field as defined by CJI’s mission.
- Cultivate effective working relationships and collaborative arrangements with individuals and local, state, and national organizations who can work with CJI to further its mission; specifically, relationships with the legal and business communities around Colorado (including but not limited to chambers of commerce, bar associations, and with CJI’s partner, the Colorado Bar Association).
- Seek out opportunities to broaden the scope of CJI’s activities and outreach efforts (around the state) consistently with CJI’s mission.
- Support and collaborate with the Chair, EC, and Board.
- Participate in a collaborative leadership role with the Chair, EC, Board, and the Board’s consultants to develop, implement, and evaluate progress of a vision and strategic plan to guide CJI and implement CJI’s goals (prioritizing resources, capacity, and activities).
- Engage stakeholders in key public educational efforts including the Diversity on the Bench Initiative.
- Oversee and/or support CJI’s fundraising efforts, including the Judicial Excellence Dinner, ongoing membership, and educational efforts (CLEs), and applications for grants.
- Research opportunities for additional revenue sources.

Essential Administrative Duties:

- Manage CJI staff.
- Develop working relationships with the CJI Board, Young Professionals Committee (YPC), and Emeritus Directors.
- Plan all logistics as necessary to convene and run Board and EC meetings.
- Oversee and support CJI fundraising and special projects and events.
- Manage CJI publications, including its newsletters and annual report.
- Support and collaborate with over eight CJI Committees.
- Act as a communications liaison among CJI Committees to ensure sharing of appropriate information regarding Committees’ activities.
- Oversee efforts to promote CJI membership in collaboration with CJI Committee efforts.
- Manage CJI’s accounting, payroll, insurance, Colorado Secretary of State filings, Internal Revenue Service filings, human resources functions, and donor advised funds, working with CJI’s Compliance Committee to assure CJI’s compliance with relevant laws.
- Oversee the CJI Endowment and the Judicial Education Fund currently managed by the Denver Foundation, in compliance with fund management guidelines. At the direction of the relevant CJI Committee(s), initiate distributions from the Fund as appropriate for funding judicial education requests.
- Submit fundraising and grant requests for additional revenue.



Job Qualifications:

- Prior experience:
 - 8-10 years of non-profit management experience in a development or programmatic role.
 - organizational leadership, and/or working with organizational leaders at the executive level.
 - working with non-profits, including working with non-profit boards of directors.
 - grant writing and fundraising.
- Management experience with:
 - Overseeing and developing working relationships with a large group of diverse, opinionated key volunteers.
 - Managing a staff team where all parties work remotely.
- Familiarity with (or willingness to learn about):
 - Colorado's judicial system and its stakeholders.
 - Colorado's legislative process.
- Excellent skills in:
 - interpersonal and oral and written communication, to facilitate collaborative relationships with CJI's Chair, EC, Board, Committee members, staff, and outside individuals and organizations.
 - working independently as well as in a team environment.
 - organization and prioritization.
 - creative, nimble, outside-the-box thinking, to help advance CJI's mission in collaboration with CJI's Chair, EC, and Board.
 - presentations to individuals and groups.
 - pre- and post-event planning.
 - program/project development and implementation.
 - budget preparation, analysis, decision-making, and reporting.

Salary and Benefits:

- Salary range: \$70-\$80K depending on experience
- No health-related benefits offered
- Cell phone reimbursement

This job description is a general, non-exclusive description of job responsibilities. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Please submit inquiries to:

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on behalf of

Colorado Judicial Institute