



EXECUTIVE DIRECTOR

[TEDxMileHigh](#)

Denver, Colorado

TED^x MileHigh

x = independently organized TED event

The Aspen Leadership Group is proud to partner with TEDxMileHigh in the search for an Executive Director.

The Executive Director will build revenue and capacity for TEDxMileHigh. The Executive Director will launch and lead the grant writing program and fundraising events strategy, expand corporate and foundation partnerships, and grow the membership program while enhancing and refining donor activities. The Executive Director will play a key role in external relationship management and defining strategic initiatives as well as working with the management team to provide oversight to the team. The Executive Director will play a significant role in building TEDxMileHigh during its next chapter.

TEDxMileHigh is a nonprofit that exists to spread big ideas and elevate inspired citizenship. It is a community of thinkers and doers, ideators and creators, activists and enthusiasts. TEDxMileHigh showcases innovators, no matter the sector, who each give the 'talk of their life' around the power of ideas. This diverse group of thought leaders and innovators educate, inspire, and stimulate change with the ultimate goal being deep discussion and action across communities. TEDxMileHigh content examines the ways the social, economic, and political systems need to change: Roughly 50% of its 120 million views relate directly to issues of equity and criminal justice reform.

TEDxMileHigh is made possible by the work and effort of the broader community: inspiring attendees, the efforts of a large, committed team, deep involvement from partners and sponsors, and hundreds of brilliant innovators who contribute their "Ideas Worth Spreading."

In the spirit of ideas worth spreading, TEDx is a program of local, self-organized events that bring people together to share a TED-like experience. At a TEDx event, TED Talks video and live speakers combine to spark deep discussion and connection. These local, self-organized events are branded TEDx, where x = independently organized TED event. The TED Conference, an independent organization, provides general guidance for the TEDx program, but individual TEDx events are self-organized.

TED is a nonprofit organization devoted to Ideas Worth Spreading. Started as a four-day conference in California 30 years ago, TED has grown to support its mission with multiple initiatives. The two annual TED Conferences invite the world's leading thinkers and doers to speak for 18 minutes or less. Many of these talks are then made available for free. TED's media initiatives include TED.com, where new TED Talks are posted daily; the Open Translation Project, which provides subtitles and interactive transcripts as well as translations from volunteers worldwide; and the educational initiative, TED-Ed. TED has established the annual TED Prize, where exceptional individuals with a wish to change the world get help translating their wishes into action; TEDx, which supports individuals or groups in hosting local, self-organized TED-style events around the world; and the TED Fellows program, helping world-changing innovators from around the globe to amplify the impact of their remarkable projects and activities.

REPORTING RELATIONSHIPS

The Executive Director will report to the Board of Directors. The Executive Director will guide (directly or indirectly) 15 team members, and will work with the management team to guide another 25 advisory board members.

FROM THE BOARD

With a 12-year history and more than 500 past presenters and 120 million views of our videos, we are well established with our programming. TEDxMileHigh is one of nine legacy licensees of TED (selected from 3,000 TEDx organizations) and we help contribute to the evolution of the overall TEDx movement across the globe. While we have steadily grown the impact of our programming over the past decade, there are tremendous opportunities for the Executive Director to come in and build our grant writing program, fundraising events program, corporate and foundation partnerships, membership program, and other strategic initiatives. This is an opportunity to join a successful and committed organization and build various areas from the bottom up. For an entrepreneurial and social-minded professional, this is an extraordinary opportunity.

You will join a tremendous team. Our Director of Speaker Research & Coaching and our Creative Director are approaching seven years on the team, while our Director of Operations is 18 months into her role. While we're a young organization, we have more than a dozen team members who have been involved for an average of six years, and many of our advisors have been involved for 3-10 years.

Our vision for the future is to play a critical role in providing education to citizens around the world. By providing free content that's available 24/7 and focused on the world's most pressing issues, we have an opportunity to be a critical complement to traditional institutions of education. The world is changing quickly and people want to understand the biggest challenges and opportunities, and TED/TEDx is one of the most effective ways for them to expand their learning.

DIVERSITY, EQUITY, AND INCLUSION

TEDxMileHigh is a community working in service of spreading big ideas, including those that examine the ways the social, economic, and political systems need to change. It acknowledges that it has a great deal of work to do to improve – and in its commitment to anti-racism is actively working to bring greater diversity, inclusion, and equity to its teams, boards, events, and programming.

TEDxMileHigh is committed to amplifying the voices of BIPOC individuals, as well as voices from other under-represented communities. For its last several conferences, roughly two-thirds of presenters have been BIPOC individuals, and more than half of presenters have been women. In 2020 and 2021, it shared its first non-English presentations, including multiple Spanish presentations and one ASL presentation. Half of the 120 million views of its videos relate directly to issues of equity and criminal justice reform.

TEDxMileHigh is committed to expanding the level of access to its events. Over the last 18 months, it provided free conference registrations for 25,000 individuals, of which roughly one-third identified as BIPOC individuals, and more than 75% identified as women. 25 individuals joined the extended team over the last 18 months, of which roughly half are BIPOC individuals. Altogether, roughly 40% of the extended team and advisors are BIPOC individuals, and roughly 65% of the team and advisors are women. In 2020, TEDxMileHigh launched the Content Nomination Board, a diverse group of community leaders who provide guidance on nominations and content selection. TEDxMileHigh is committed to continuing to expand the level of expertise it has as an organization, and acknowledges the critical value of and need for ongoing work to embody a diverse, equitable, and inclusive organization.

PRIMARY RESPONSIBILITIES

The Executive Director will

- develop and oversee revenue generation and capacity building including the grant writing program, fundraising events strategy, membership program, and foundation and corporate partnership activities;
- oversee external relations and community partnerships;
- develop new revenue opportunities;
- collaborate with the management team on strategic initiatives related to marketing, media, and technology;
- collaborate with the management team on partnership fulfillment;
- facilitate advisory boards in conjunction with the management team; and
- collaborate with the management team to provide oversight to the overall team.

LEADERSHIP AND KEY COLLEAGUES

Noah Atencio

Board Member

Noah Atencio is the Vice President of Community Impact at Community First Foundation. Atencio brings 20 years of grantmaking and program development experience to his role of overseeing the deployment of the Foundation's grantmaking resources. His work has received national recognition. Prior to Community First Foundation, Atencio served in leadership positions at two of Colorado's grantmaking institutions, the Daniels Fund and El Pomar Foundation. Atencio has served on numerous commissions and advisory roles on issues related to early childhood, homelessness, and substance abuse. He currently sits on the Denver Latino Commission. Atencio is a student of leadership and proud alumnus of the Presidents Leadership Class at CU Boulder, the El Pomar Fellowship, Leadership Jeffco, and the Latino Leadership Institute. He and his wife Diana have two children and are active in the Denver community.

Helena Bowen

Director of Speaker Research & Coaching

Helena Bowen is an executive communication strategist, speechwriter, and public speaking expert with a background in entertainment. At HBO, she worked on dozens of films and TV shows including Game of Thrones, Chernobyl, and Euphoria. The speakers she has guided have over 185 million views online and their talks have been translated into 35 different languages. She's taught public speaking to professors & faculty members from more than 20 universities around the country. Helena oversees TEDxMileHigh's research and nomination process for speakers, as well as the coaching process. She is approaching seven years on the TEDxMileHigh team.

Cate Croft

Creative Director

Cate Croft is a Denver-based creative director and designer. For the TEDxMileHigh team, she led the growth of its Adventures program to include hundreds of events, and has guided much of the marketing, including design. For her own business, she serves as the creative director and builds brands for leading social purpose organizations. She employs her obsession with typography, color, and design as a tool to advance social missions, engage communities, and to create experiences that invite people to take action. She is approaching seven years of involvement with TEDxMileHigh.

Jeremy Duhon
Curator

Jeremy Duhon has a long history of creative and community work. He has served with Denver Young Nonprofit Professionals Network (Board and President), National YNPN (Board and Executive Committee), Social Venture Partners Denver (Grantmaking Committee), Pueblo Opportunity Fund (Founding President), and The Denver Foundation (Board and Investment Committee). He was selected as one of the Top 25 Most Influential Young Professionals in Colorado by *ColoradoBiz Magazine*. He is an alumnus of the El Pomar Foundation Fellowship Program. He was a 2020 Colorado Governors Fellow, as well as a member of the 2020 class of Leadership Denver. In 2020, he was named a winner of the *Denver Business Journal* 40 Under 40 award. He studied Neuroscience at Pomona College.

Melissa Hansen
Board Member

Melissa Hansen, M.P.H., PMP has over 15 years of experience as project manager of complex collaboratives working across a wide array of public health issues. While at the El Pomar Foundation and Community Health Partnership, she led community impact initiatives to address homelessness and suicide prevention, respectively. As a program principal at the National Conference of State Legislatures, Melissa worked with states implementing Medicaid reform. A native Coloradoan, Melissa met her active-duty Army husband in elementary school – they have enjoyed hiking together ever since. While embracing all the travel and adventure of military life, Melissa knows that Colorado is the best place on earth. She shares TEDxMileHigh’s passion for spreading big ideas and elevating inspired citizenship in Colorado.

Alex Schulze
Director of Operations

Alex Schulze has 10 years of experience as a fundraising and events professional. Alex started her career at the Clyfford Still Museum, where she served as Assistant Director of Development and Membership and helped launch and grow the Museum’s membership and individual giving program. She later went to the Arvada Center, where she served as the Associate Director of Philanthropy, where she managed the annual fund, worked with major donors, and ensured the success of numerous events. Alex earned her Certified Fund-Raising Executive (CFRE) certification in 2019. As the Director of Operations, she guides and manages the team, serves as the director of events, manages operations, and leads partnership fulfillment activities. She’s been on the team for 18 months. In her free time, Alex enjoys taking her puppy for long walks, traveling, golfing with her husband, and cheering on the Colorado Buffaloes.

PREFERRED COMPETENCIES AND QUALIFICATIONS

TEDxMileHigh seeks an Executive Director with

- a commitment to the mission of TEDxMileHigh and a belief that big ideas can change the world;
- hands-on experience building revenues across one or more channels (e.g. corporate and foundation partnerships, individual giving, fundraising events, grants);
- an ability to build relationships with staff, collaborators, and partners;
- an ability to create a vision for initiatives and put in the hard work to make it come to fruition;
- a passion for social justice, education, and leading social change, and an ability to communicate that passion to partners and constituencies;
- multi-cultural competency (bilingual a plus);
- comfort working with strategic plans and budgets and constantly improving processes;
- a commitment to regular learning and constantly expanding skillsets;

- an ability to work effectively with senior management and comfort collaborating with various advisors and collaborators;
- an ability to apply a research-based approach to decision making, and a belief in measuring progress towards goals;
- experience with grant writing, corporate and foundation partnerships, and/or individual giving (preferred);
- experience with strategy in relationship marketing, and/or community development (preferred); and
- experience in a non-profit environment (preferred).

At least five years of revenue-generation experience is preferred for this position. TEDxMileHigh welcomes candidates that do not meet every qualification but are passionate about spreading big ideas and elevating inspired citizenship in Colorado.

SALARY & BENEFITS

TEDxMileHigh offers competitive compensation and comprehensive benefits. The salary range for this position is \$75,000 to \$145,000 annually.

LOCATION

This position is located in Denver, Colorado.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of TEDxMileHigh as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and will continue until the successful candidate has been selected.

TEDxMileHigh is committed to maintaining the best possible environment for its team and collaborators where people can show up as their authentic selves. It is committed to creating an equitable and inclusive workplace. In that spirit, it provides equal opportunities to all collaborators without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

To apply for this position, visit:

[Executive Director, TEDxMileHigh.](#)

To nominate a candidate, please contact Steven Wallace:

[stevenwallace@aspenleadershipgroup.com.](mailto:stevenwallace@aspenleadershipgroup.com)

All inquiries will be held in confidence