Associate Director

Job Title: Associate Director
Employment Status: 1.0 FTE, 37.5 hours per week, exempt
Starting Salary: $90,000-$100,000 annually DOE
Prepared Date: October 21, 2026

Mission Statement: We work in partnership to advocate for and support the health of our community.

Position Summary: The Associate Director is a key member of GCRHN's senior leadership team, working in close partnership with the Executive Director to advance the organization's mission and strengthen its effectiveness and long-term sustainability. This position provides leadership across organizational operations, human resources, financial oversight, and resource development, supporting all lines of service throughout Grand and Jackson counties. Combining strategic leadership with hands-on implementation, the Associate Director develops and improves internal systems; supports staff, managers, and directors; and aligns resources and activities with organizational priorities. Responsibilities include supporting budgeting and financial monitoring; strengthening personnel practices and a collaborative, equitable, and accountable workplace; and advancing fundraising, grant writing, and grant management. Working across teams and with external partners, this role helps ensure that GCRHN fulfills its commitments to community members, staff, partners, and funders while remaining responsive to evolving community health needs.

Qualifications: At least 4-6 years of progressively responsible experience in nonprofit, health, human services, or related organizational management, including at least 2 years of staff supervision and development. Experience in operations, human resources, budgeting, and grant management, with strong written communication skills applicable to grant writing. Fundraising, community partnership, and strategic plan implementation experience preferred. Bachelor's degree in a related field or an equivalent combination of education and relevant experience.

Requirements: Valid Colorado driver's license and reliable transportation for regular travel within Grand County. Availability for at least one evening meeting per month, typically the first Wednesday.

Benefits: Employees of the Grand County Rural Health Network are eligible for a comprehensive benefits program that includes medical insurance, retirement with employer matching, paid vacation, holiday, and sick time, flex hours, the option to work from home up to 30 percent of the time with supervisor approval, and other benefits outlined in the employee handbook and orientation materials.

To Apply: Send cover letter and resume to Amanda Uehlein, Executive Director, auehlein@gcruralhealth.org.

Supervision Received: Reports to and receives direction from the Executive Director, with substantial independence in carrying out assigned responsibilities.

Supervision Exercised: Directly supervises the Office Manager and director-level positions. Responsibilities include hiring, onboarding, training, delegating work, coaching, evaluating performance, and resolving personnel concerns in accordance with organizational policies and applicable laws. Direct reports may change with organizational needs.

Essential Functions

Organizational Leadership and Operations

- Partners with the Executive Director to shape organizational strategy, implement the strategic plan, and align activities and resources across all lines of service.
- Oversees day-to-day organizational operations, strengthening systems, policies, procedures, and coordination to support effective, efficient, and accountable practices.
- Supports staff, managers, and directors in translating organizational priorities into work plans, coordinating responsibilities, and addressing operational challenges.
- Coordinates administrative functions, facilities, technology, and external service providers to ensure staff have the tools and resources needed to carry out their work.
- Uses organizational, financial, program, and community data to assess progress, guide decisions, and identify opportunities for improvement.
- Supports compliance with applicable laws, contracts, organizational policies, and confidentiality and data protection requirements.
- Integrates equity into organizational practices, resource decisions, staff support, services, and partnerships.
- Supports Board and committee work through preparation of materials, participation in meetings, and follow-through on assigned actions.
- Represents the organization and assumes delegated leadership responsibilities as assigned.

Human Resources and Staff Leadership

- Fosters a collaborative, supportive, equitable, and accountable workplace grounded in GCRHN's mission, vision, and values, with attention to staff excellence, well-being, learning, and professional growth.
- Coordinates recruitment, hiring, onboarding, training, performance evaluation, and employee transitions in collaboration with supervisors.
- Supervises assigned employees, providing clear expectations, empowering guidance, regular feedback, coaching, and empathetic support.
- Supports managers and directors in staff development, workload planning, conflict resolution, and consistent application of personnel policies.
- Maintains and improves personnel policies, procedures, and confidential records, coordinating with staff, external human resources, or legal professionals as needed.
- Supports employee benefits administration, including communicating benefit information, assisting staff with enrollment and questions, and coordinating with benefits providers and external service providers.
- Supports compensation and benefits planning in collaboration with the Executive Director and within approved budgets.

Financial Oversight and Resource Development

- Supports development of organizational and program budgets in collaboration with the Executive Director, program leadership, and Finance Committee.

- Reviews financial reports, budget performance, cash flow, and grant spending; identifies concerns and recommends adjustments.
- Coordinates with staff and financial professionals to support accurate financial records, timely billing and reimbursement, and appropriate allocation of expenses.
- Strengthens financial procedures and internal controls to support responsible use of resources and compliance with funding restrictions and donor intent.
- Supports financial reporting to the Executive Director, Board, Finance Committee, and funders, including preparation for audits and required filings.
- Works with organizational leadership to assess financial risks, anticipate resource needs, and support long-term sustainability.
- Partners with the Executive Director and Senior Leadership to develop and implement a resource development plan that supports all lines of service and diversifies funding.
- Researches funding opportunities and prepares grant proposals, budgets, supporting materials, and funding requests in collaboration with relevant staff.
- Coordinates grant and contract management, including tracking requirements, deliverables, spending, reporting deadlines, and renewal opportunities.
- Works with staff, managers, and directors to align funded activities with organizational priorities and capacity, monitor progress, and address challenges.
- Prepares and coordinates accurate, timely grant reports, drawing on financial information, evaluation findings, and community impact.
- Cultivates and maintains relationships with funders, donors, sponsors, and other supporters; supports donor stewardship, fundraising campaigns, and events.

Program Coordination, Evaluation, Communications, and Partnerships

- Supports directors and managers in maintaining effective, accessible services aligned with GCRHN's mission, strategic plan, and community needs.
- Strengthens coordination across all lines of service, identifying opportunities to improve referral pathways, shared practices, and use of resources.
- Coordinates with staff to ensure organizational communications, outreach, and materials are accurate, accessible, consistent, and aligned with strategic priorities.
- Supports consistent data collection, evaluation, and reporting to assess outcomes, demonstrate impact, and guide improvements.
- Collaborates with staff leadership to identify service gaps, assess opportunities, and plan program changes within available capacity and resources.
- Builds and maintains collaborative relationships with community partners, providers, funders, and residents to advance shared health priorities.
- Supports collective impact initiatives, community organizing, and advocacy through oversight, planning, coordination, facilitation, and follow-through.
- Supports meaningful participation of people with lived experience in organizational and community planning, implementation, and evaluation.
- Collaborates with staff, partners, and community members to identify barriers to health, strengthen connections across services, and advance equitable systems change.
- Facilitates or represents GCRHN in coalitions, workgroups, community meetings, and other forums as needed.
- Promotes respectful, responsive relationships with people of diverse backgrounds, experiences, and perspectives.
- Partners with Senior Leadership to assess legislative and administrative proposals, develop organizational positions and education aligned with GCRHN's mission and advocacy priorities.
- Advocates for rural community needs, equitable access to services, and a strong nonprofit sector; represents GCRHN with elected officials, government agencies, and other stakeholders.

Knowledge, Skills & Abilities

- Understanding of nonprofit operations, community health, human services, and barriers to health in rural communities. Familiarity with Grand and Jackson County services and organizations preferred.
- Knowledge of human resources practices, financial management, fundraising, grant writing, and grant management.
- Ability to lead with equity, empathy, integrity, and accountability; support staff development; and navigate sensitive personnel matters with discretion.
- Strong written communication skills, including developing grants, proposals, reports, and materials for varied audiences.
- Strong interpersonal and verbal communication skills, including coaching, facilitation, presentations, collaboration, and conflict resolution.
- Ability to build respectful, effective relationships across teams, organizations, and communities, including with people of diverse backgrounds, lived experiences, and levels of influence.
- Ability to translate strategy into practical plans, budgets, and measurable objectives; coordinate multiple priorities; and meet deadlines with substantial independence.
- Ability to interpret financial, program, and community data to guide decisions and improvements.
- Sound judgment, adaptability, confidentiality, and professionalism in complex or challenging situations.
- Proficiency with Microsoft Office and ability to learn and use databases, grant management systems, and other organizational technology.
- Experience in direct client services or community health program management preferred.

Trial Period: New employees participate in a 90-day trial period to ensure the role is a good fit for both the employee and the organization. During this period, employees are not eligible to use accrued vacation time or work from home. Unpaid vacation within this period may be allowed if approved upon hiring. Supervisors will provide feedback and monitor performance during this period. After successful completion of the 90-day trial period, employees become eligible for additional benefits, including the use of accrued paid vacation and the option to work from home up to 30 percent of the time.

Accommodation: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements within this job description represent the licensure, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee frequently uses hands to type, handle materials, and operate office equipment. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and move items up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position operates in a shared office environment with regular interaction with staff, clients, and community partners. Work may involve interruptions and shifting priorities. The employee will be required to work at all office

locations as well as community spaces. The noise level is consistent with a typical office setting.

Core Competencies: The Network's core competencies are knowledge, skills, and personal attributes that an employee is expected to embody when they start with the organization and/or gain training and expertise while at the organization. Due to the nature of the leadership position, the ideal Associate Director candidate will have all core competencies at the time of hire and use these as organizational culture guides throughout tenure. The full document can be found here.

- Client centered care
- Medical home approach
- No wrong door approach
- Attentive, empathetic leadership
- Equity at the center
- Continuous learning and reflection
- High volume, high efficiency
- Attention to detail
- Initiative and ingenuity
- Ownership and resilience
- Relationship-building
- Teamwork
- Adaptability and problem solving
- Strategist's mind
- Inclusive leadership
- Coaching and modeling
- Spirit of possibilities
- Work/life balance