

Open Position Description

Executive Director



Job Title: Executive Director
Reports to: CEO of Healthier United
Status: Full-time exempt

The Archer Group is a nonprofit organization that provides operational support to other nonprofits within and beyond the Healthier United family of organizations. You can learn more about the Healthier United family of organizations [here](#), and the services that The Archer Group offers to external partners [here](#).

Position Summary

Reporting to the CEO of Healthier United, the Executive Director of The Archer Group will lead the team responsible for operations, human resources, and accounting across the Healthier United family of organizations. The Executive Director will also oversee and grow The Archer Group's bookkeeping and administrative services for external nonprofit clients.

The Healthier United family of organizations strives to improve the health and well-being of everyday Americans. We share the same values in the course of performing complementary functions. Our work spans from politics and policy to community engagement and services supporting other nonprofits.



To date, the CEO of Healthier United has also served as The Archer Group's de facto Executive Director. As our family of organizations grows and expands its work across the country, we are creating a dedicated leadership role to strengthen our systems, support our people, and build the operational capacity for our next chapter.

The ideal candidate is an experienced operations leader who brings clarity, organization, and practical solutions to this complexity. We seek someone who enjoys building effective systems, embraces technology thoughtfully, and can strengthen accountability and consistency while preserving our entrepreneurial spirit. This is a hands-on leadership role that requires close collaboration with sister organization leaders and a balance of strategic planning and day-to-day execution.

The Executive Director will lead a small team that includes a CPA with deep experience in nonprofit accounting. Strong financial literacy and the ability to oversee financial operations are essential; formal accounting credentials are not required.

You'll also be joining a bunch of "sunshine warriors." We're here to make an impact while creating the conditions for health and happiness that allow us to thrive. The Executive Director will help sustain and grow this culture through supportive leadership, clear expectations, and an approach grounded in optimism, humor, collaboration, and candor.

Core Responsibilities

Organizational Visioning & Planning

- Lead the organization to realize its current vision (2030), including by developing two-year strategic plans and annual goals to get there.
- Collaborate with the leaders of each sister organization (what we call other members of the Healthier United family) to strategically plan for our collective success.

Staff Management and Team Leadership

- Supervise and support a team currently composed of a Senior Director of Finance & Accounting, Staff Accountant and Administrative Assistant, including goal setting, annual planning, performance management, coaching, and professional development.
- Foster a collaborative, accountable, and mission-driven team culture in alignment with our established cultural principles.

Strategic Leadership - External Services

- In collaboration with the Senior Director of Finance & Accounting, grow the roster of external nonprofit partners for whom we provide bookkeeping and administrative services.
- In collaboration with the Senior Director of Accounting, maintain and enhance the quality of services we provide.

Strategic Leadership & Execution - Healthier United Family of Organizations

The Archer Group is responsible for the areas described below within the Healthier United family of organizations. The Executive Director, in turn, is charged with ensuring high quality execution of these duties in a hands-on fashion.

Fiscal Administration

Performs accounting for each member of the Healthier family of organizations, and for external, non-profit clients, this includes:

- Monthly and year-end financial reporting
- Working with an external contractor to facilitate an annual audit
- Continuous accounts payable and receivable service
- Financial reporting for grantors to and clients of our various organizations

Administers grants and contracts for the Healthier family of organizations, and for external

non-profit clients, including:

- Playing a fiscal agency role for start-up or small organizations
- Managing subgrants and contracts on behalf of large dollar funders

Human Resources

Addresses the human resources needs of the Healthier family of organizations with the help of external contractors, this includes:

- Payroll, benefits and reimbursement administration
- Employee onboarding and offboarding
- Administration of the employee handbook
- Annual evaluation and presentation of health insurance and other benefit options
- Strategic planning on recruitment, compensation and staff structure, in collaboration with Healthier team leaders
- Coordinating with external contractors and Healthier staff as needed to address employee relations, including conflict resolution and the fair, timely handling of workplace complaints and reports of misconduct
- Evaluating insurance policy options for workers compensation and employment practices liability insurance as needed and renewing policies as needed
- Collaborating with Healthier team leaders on the design of staff retreats and meetings
- Responding to timely employment-related inquiries including unemployment claims, income verification, and wage garnishments.

Operations

Administers the systems, processes and administrative tasks to support the daily and strategic work of the Healthier family of organizations, this includes:

- Administration of collaborative platforms, such as file sharing and project management, and strategic selection of these platforms as needed, in collaboration with Healthier team leaders
- Management of passwords and subscriptions
- Filing required administrative reports to state entities (e.g. state charity renewal)
- Support sister organizations and state chapters in establishing and maintaining compliance by ensuring they have the necessary information, documentation, and tax identifiers.
- Evaluating insurance policy options for directors and officers, as well as umbrella liability, and renewing policies as needed
- Executing the underlying logistics (e.g. venue, food, technology) for staff meetings, staff retreats, board meetings and board retreats
- Coordinating with external information technology contractors as necessary to address associated needs
- Collaborating with Healthier staff for the procurement of needed office supplies, hardware and software
- Collaborating with Healthier team leads on the development and usage of standardized goals and strategic planning documentation

Required Qualifications

- At least five years of progressively responsible experience leading operations, administration, or organizational management, including substantial responsibility for people, budgets, and systems.
- Experience in coaching, performance management, and developing professional staff.
- Experience working in nonprofit, philanthropic, or other mission-driven organizations, with an understanding of nonprofit operating environments.
- The ability to interpret financial statements, oversee budgets and cash flow, and work effectively with accounting professionals and auditors.
- Experience overseeing HR functions, handling sensitive personnel matters, and coordinating with outside specialists.
- A demonstrated record of designing and implementing processes that improve reliability, efficiency, and accountability.
- Experience building and scaling an organization, product line, or department within a larger organization.

Preferred Qualifications

- Experience supporting affiliated organizations, multiple legal entities, or a shared-services operation.
- Familiarity with the operational distinctions between 501(c)(3) and 501(c)(4) organizations, including cost allocation, documentation, and coordination with legal and compliance advisers.
- Experience managing employees or organizational operations across multiple states.
- Experience with nonprofit grants, restricted funds, fiscal sponsorship, or subgrant administration.
- Experience developing external client relationships, pricing services, or growing a bookkeeping or administrative-services practice.
- Experience selecting and implementing technology, including responsible use of automation and AI, with attention to confidentiality and data security.
- Experience guiding an organization through growth or a significant operational transition.

Key Competencies and Leadership Attributes

- Systems thinker who understands how finance, human resources, technology, and organizational structure interact and builds clear, practical processes that can grow with the Healthier United family.
- Strong project manager who translates strategy into achievable plans, establishes clear ownership, manages competing priorities, and follows through with operational discipline and attention to detail.
- Accessible, hands-on leader who supports colleagues, works alongside the team when needed, and delegates effectively.
- Skilled people manager who coaches staff, provides clear and constructive feedback, supports professional growth, and establishes consistent expectations and accountability.

- Collaborative, service-oriented leader who builds trust with sister organizations and external clients, balances their needs, and maintains clear standards and boundaries.
- Exercises sound judgment and discretion with confidential financial, personnel, and organizational information; recognizes when to seek legal, accounting, or other specialist advice.
- Clear communicator who makes complex financial and operational information understandable and helps colleagues make informed decisions.
- Anticipates operational risks and future needs and develops practical solutions before problems escalate.
- Entrepreneurial and adaptable, with the ability to bring structure to ambiguity while preserving creativity and initiative.
- Embraces technology and thoughtfully applies automation and AI to improve organizational effectiveness while protecting confidentiality and data security.
- Navigates disagreement constructively, addresses difficult issues directly, and resolves competing needs fairly.
- Embodies a “sunshine warrior” ethos, approaching serious work with optimism, humor, collaboration, and resilience while maintaining candor and accountability.

Physical Requirements & Working Conditions

- This position is based in Denver and follows a hybrid work arrangement, with in-person office expectations each week.
- Work primarily involves computer-based tasks, meetings, and collaboration with colleagues, clients, and external partners.
- Occasional travel within and beyond Colorado is required for meetings, retreats, and events and may include overnight stays.
- Occasional evening or weekend work may be required for time-sensitive organizational needs.

Compensation and Benefits

Compensation

Salary is commensurate with qualifications and experience. The salary range is \$130,000 - \$140,000 annually.

Benefits

The Archer Group offers a very generous benefits package. We value the opportunity for our employees to support their physical, mental, and social health as well as practice a work and life balance. Our benefits package includes:

- Health, vision, and dental insurance;
- Retirement plan (no match requirement);
- 20 days of PTO to start;
- Eight paid holidays;
- Summer Fridays;
- Professional development stipends;
- Wellness, parking and cell phone benefit reimbursed monthly; and
- Paid sabbatical after five years of employment.

The Archer Group Non-Discrimination Policy

The Archer Group is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate in employment or advancement opportunities on the basis of race, sex, color, creed, national origin, ancestry, age, sexual orientation (including gender identity and gender expression), disability or any other characteristic protected by federal, state or local law.

We believe that traditional hiring practices have historically and systemically marginalized entire groups of people — including people of color, people from different socio-economic backgrounds, women, and people in the LGBTQIA+ community, to name a few. We believe that we are better as an organization when we work to deconstruct barriers and build a team that has authentic representation from diverse communities, backgrounds and beliefs. Hence, we strongly encourage qualified candidates from those mentioned, as well as other marginalized communities, to apply for roles within our team.