



DEPUTY DIRECTOR

Colorado Municipal League (CML)
Denver, Colorado

Help Shape the Future of Colorado's Cities and Towns

The Colorado Municipal League (CML) is seeking a strategic, collaborative, and experienced leader to serve as its new Deputy Director.

This newly recreated executive leadership role represents a unique opportunity to help shape and guide the internal operations, organizational culture, and strategic direction of one of Colorado's most respected local government organizations. Working closely with the Executive Director and senior leadership team, the Deputy Director will help ensure CML remains a responsive, effective, and forward-looking organization serving Colorado municipalities.

About the Role

The Deputy Director serves as CML's senior internal operations leader and functions as a deputy to the Executive Director. This position provides organizational leadership, supervision, operational oversight, and strategic coordination across departments to ensure the organization operates efficiently and effectively in support of CML's mission, vision, and values.

As a member of the senior leadership team, the Deputy Director will oversee key operational functions, support organizational planning and accountability, supervise department managers, and help foster a collaborative and high-performing organizational culture. The position may also act on behalf of the Executive Director as delegated.

What You Will Do

Lead Organizational Operations and Strategy

- Translate organizational priorities into operational plans, timelines, and accountability measures.
- Oversee day-to-day internal operations to support consistent execution and responsive member service.
- Recommend and implement improvements to organizational systems, workflows, and internal processes.
- Coordinate major internal initiatives, operational planning efforts, and organizational readiness activities.
- Support facility planning, vendor coordination, and operational infrastructure.
- Support leadership and organizational effectiveness

- Serve as a member of the senior leadership team and contribute to organizational strategy and decision-making.
- Promote a collaborative, high-performing workplace culture.
- Coordinate staff meetings, internal communication, and cross-departmental coordination. Provide leadership continuity and operational oversight in the Executive Director's absence or as assigned.

Oversee internal operations

- Direct development of the annual operating budget and monitor organizational budget performance.
- Support organizational financial stewardship, reporting coordination, and internal controls.
- Provide strategic leadership for workforce planning, onboarding, performance management systems, and staff development.
- Supervise, coach and support department managers in supervision, hiring, and personnel management practices.

Guide Organizational Systems and Member Service Operations

- Provide strategic oversight for technology systems, records management, administrative infrastructure, and vendor relationships.
- Support operational alignment across engagement, communications, events, training, membership services, and advocacy functions.
- Oversee conference planning coordination and support continuous organizational improvement efforts.

Support Governance and Organizational Priorities

- Assist with Executive Board and committee operations as assigned.
- Coordinate implementation and maintenance of organizational policies, procedures, and governance documents.
- Support cross-department coordination related to legislative advocacy and strategic initiatives.
- Help identify and support opportunities for operational growth and non-dues revenue development.

Leadership Profile

The ideal candidate will be a thoughtful and collaborative organizational leader with strong operational instincts, excellent judgment, and the ability to balance strategic thinking with practical execution. CML is seeking a leader who is comfortable managing multiple priorities, supporting department managers, building strong relationships, and helping guide organizational operations in a mission-driven environment.

Successful candidates will demonstrate:

- Strong leadership and organizational management skills
- Experience overseeing operations, budgeting, and administrative functions

- Ability to lead cross-functional initiatives and improve organizational systems
- Excellent interpersonal, written, and verbal communication skills
- Sound judgment, diplomacy, and professionalism
- Ability to build collaborative relationships with staff, municipal leaders, partners, and stakeholders
- Proven experience supervising and coaching managers and professional staff

Bonus if you have:

- Experience in local government, nonprofit association management, or public sector leadership
- Familiarity with municipal governance and Colorado local government issues
- Experience supporting governance processes, policy development, or board operations
- Experience with operational planning, organizational systems, or large-scale member service functions

Why Join CML?

At CML, you will work alongside a dedicated team committed to supporting Colorado's cities and towns through advocacy, information, and training. This position offers the opportunity to help shape the future operations and strategic direction of a statewide organization serving municipal leaders across Colorado.

CML values professionalism, collaboration, innovation, and a strong commitment to local decision-making.

Compensation and Benefits

Salary range: \$127,100 – \$196,900. Expected hiring range is at or below the midpoint of \$162,000, depending on qualifications and experience. Expected start date is on or after August 1, 2026. This position may be eligible for discretionary bonuses and remote work options in accordance with organizational policy. Benefits include employer-sponsored health and dental insurance, flexible spending plans, retirement plans, term life insurance, optional disability insurance, vacation leave, sick leave, funeral leave, and other leave required by law. Some statewide travel is expected from time to time.

How to Apply

Please submit a cover letter, resume, references, and salary expectations via email to: Kevin Bommer, CML Executive Director, kbommer@cml.org

Applications must be received no later than Friday, July 3, 2026, at 5:00 PM MDT. Following an initial review of applications, selected candidates will move forward in a multi-step interview and evaluation process. Additional details regarding the selection process will be provided to candidates advancing in the process.

The Colorado Municipal League is an equal opportunity employer.