Executive Director

Overview
Organization: National Conference for Community and Justice (NCCJ) of the Piedmont Triad
Location: 713 N. Greene Street, Greensboro, NC 27401
Founded: 1937
Employees: 5.5
Reports to: Board of Directors with direct oversight from the Board Chair

Mission: To build compassionate and just communities free of bias, bigotry, and racism

Vision: To ensure every community becomes a place of promise with opportunity and justice for all

Organizational Overview
NCCJ of the Piedmont Triad is a human relations organization that promotes understanding and respect among all cultures, races, and religions through education, dialogue, and advocacy. NCCJ does not advocate for any particular group, but works to build mutual respect among all people—regardless of race, culture, sexual orientation, gender, socioeconomic background, ability status or faith. To fulfill its mission, NCCJ initiatives must create inclusive, respectful and just communities. Areas of activity include:

1) Ongoing adult, college, interfaith and youth programs
2) Its flagship ANYTOWN program and associated residential summer program, year-round series and ambassador program
3) Targeted public policy aimed at eliminating bias, bigotry, and racism

To learn more, please visit: http://www.nccjtriad.org/

Milestones
NCCJ of the Piedmont Triad was founded in 1937 as the “Greensboro Chapter” of a national nonprofit. It became an independent 501C3 in 2005 to localize its program, development and communication activities in Greensboro, High Point, and other Guilford County communities. In addition to acknowledgment as Nonprofit of the Year in 2011 by the Guilford Nonprofit Consortium and amongst top-rated nonprofits in 2012 and 2013 by Great Nonprofits, NCCJ is increasingly recognized as a visionary leader and convener in the human relations sector. In 2014, NCCJ hosted it’s most financially successful fundraiser, the annual Citation Award Dinner, raising over $380,000.

Position
NCCJ’s Executive Director(ED) is a full-time professional charged with leading NCCJ’s overall program, its communications, administrative, marketing, and fund development goals; working to support and uplift NCCJ’s Mission and Vision and moving NCCJ effectively to the next level of impact and success.

The Executive Director reports to the Board of Directors with direct oversight from the Board Chair.

The major benchmarks for this position include success in increasing: organizational revenues; number and scope of programs delivered and people served; donor base; partnerships; and brand recognition. The Executive Director works collaboratively with other members of the staff and Board and manages relevant staff, contract workers, interns and volunteers to execute these key responsibilities:
Responsibilities

- **Strategic Planning:** On a regular basis, with the Board of Directors, review and/or prepare a strategic plan that incorporates the short and long term goals for the organization with programmatic, financial, fund development and material needs as key elements of such a plan. Once adopted, implement the Strategic Plan keeping the Board apprised of progress as well as making suggestions for plan revisions as appropriate.

- **Programs:**
  - Develop, oversee, assist in presentation of and, in some cases, direct and present programs and create dialogue consistent with the mission, philosophy, and policies of NCCJ.
  - Establish NCCJ as a primary convener and mediator in coalition building of groups in dealing with the different dimensions of diversity, including but not limited to issues of race, gender, class, sexual orientation, culture, ability status and interfaith/religion.
  - Collaborate with groups and organizations in the Piedmont Triad who have similar goals and philosophy as NCCJ.
  - Expand the reach of NCCJ programming beyond its traditional boundaries with the goal of reaching more people in the Piedmont Triad.

- **Marketing/Public Relations/Communications:**
  - Develop relationships and opportunities with media, businesses, government, educational, civic/social and religious organizations to make the Piedmont Triad community aware of the mission, programs and achievements of NCCJ.
  - Serve as the key spokesperson for the NCCJ of the Piedmont Triad.
  - Ensure that tools are developed and maintained to educate the community about NCCJ, i.e., website, newsletters, etc.
  - Actively work to tell the story of NCCJ and what we represent in the Piedmont Region.

- **Fund Development:**
  - Develop and oversee all efforts to create and increase fund development for NCCJ, e.g. Brotherhood/Sisterhood Citation Dinner, annual campaigns, and relationship-based fundraising. Create and take full advantage of new opportunities and initiatives to increase funding.
  - Ensure that full advantage is taken of grant opportunities, planned giving, etc.
  - Take initiative to motivate Board members in taking a key role in fund development and assist in training.
  - Analyze fund raising efforts; recommend and implement new activities to improve results.

- **Financial Management:**
  - Prepare an annual operating budget for approval of the Board of Directors.
  - Manage revenues/expenses consistent with the approved budget and insure the Board is aware of the status of the budget as required by Board policy.
  - Follow accepted accounting practices in all financial transactions.
  - Ensure an annual audit is conducted and a report made to the Board.
  - Serve as a member of the Board Business Committee.
Board Development:
- Develop and maintain strong, effective working relationships with NCCJ Board members.
- Motivate, advise and educate Board members on their responsibilities to NCCJ.
- Advise on selection and nomination of new Board members.
- Serve as a member on major committees of the Board of Directors.

Staff Development and Administration:
- Provide overall leadership and direction for personnel, independent contractors, volunteers, and vendors.
- Hire, train and supervise staff consistent with accepted human resource practices and NCCJ board policies.
- Motivate and develop staff to become high performing individuals and a high performing team.
- Model leadership behaviors that inspire a continuous learning environment and passion for mission.
- Evaluate staff members annually.
- Ensure staff has proper and sufficient supplies and equipment and an effective, pleasant environment in which to do their jobs.
- Ensure that the equipment/fixe assets of the organization are maintained in working order and annually update a written inventory of all assets.
- Ensure that proper insurance coverage, i.e. liability, D&O, etc., is maintained up to date and at appropriate levels.
- Serve as the decision-maker with vendors of products to NCCJ.

Professional Development
NCCJ is committed to the professional development of all staff. The Executive Director will have the opportunity to advance his/her skills through conferences, workshops, webinars, industry and networking events, and one-on-one mentoring, as approved by the Board of Directors.

Qualifications
- Bachelor’s degree with 5 years of relevant experience; master’s degree preferred
- Minimum of 3 years of supervisory or management experience strongly preferred with significant and proven leadership skills
- Commitment to diversity and social justice; possessing knowledge and experience with issues of inclusion, cultural awareness and sensitivity
- Proven ability to work effectively in partnership with diverse populations, community leaders, key stakeholders, various boards and volunteers
- Excellent interpersonal, written and oral communication skills with the ability to clearly articulate NCCJ’s position on various issues
- Comfortable and adept with public speaking and presentation skills
- Strong strategic, analytical, marketing and community outreach skills
- Energetic self-starter with an entrepreneurial spirit, strong organizational skills, the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously, with attention to detail and quality
- Competency in fundraising and budget management
- Flexibility and a general comfort working in a small nonprofit organization
- Creative problem solver
- Proficiency in Microsoft Office software
Other Requirements:
- Valid driver’s license, insurance and access to a vehicle for off-site meetings and events are required.
- Availability to follow a flexible schedule, including some evenings, weekends and presence at flagship summer retreat program for high school students

Compensation:
- Competitive salary ranging between $75,000 and $90,000: applicable according to stated qualifications
- Benefits package including health, dental, life and simple IRA
- Professional development opportunities (conferences, seminars, retreats, and mentoring program) as approved by the Board of Directors

To Apply:

NCCJ is an Equal Opportunity Employer dedicated to diversity in its work and staff. Employment decisions at NCCJ are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, military veteran status, socio-economic status or any other characteristic protected by applicable state or federal law. NCCJ welcomes applications for this position from all persons meeting the aforementioned qualifications. Applications may be submitted electronically or by mail to:

Executive Director Search
NCCJ of the Piedmont Triad
713 North Greene Street
Greensboro, NC 27401

searchcommittee@nccjtriad.org

NO PHONE CALLS PLEASE.

For immediate consideration, please submit your materials by April 3rd, 2015. Review of applications will begin April 7th and will continue until the position is filled.