

North Carolina for Community and Justice Executive Director Assignment Specification

TITLE: Executive Director

REPORTS TO: Board of Directors

LOCATION: Greensboro, NC

COMPANY OVERVIEW:

NCCJ, North Carolina for Community and Justice, 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. NCCJ 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 surrounding 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.

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) Workplace programs that combine informational modules, experiential activities, and facilitated dialogue and action planning
- 4) Targeted public policy initiatives aimed at eliminating bias, bigotry, and racism

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

POSITION FUNCTION:

NCCJ's Executive Director (ED) is a full-time professional charged with leading the NCCJ organization, including NCCJ's overall program, 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 NCCJ Executive Director must be mission-driven, collaborative, innovative, equity minded and social impact focused. This person will serve as the brand ambassador and champion of NCCJ in the community, across all stakeholders, including donors, volunteers, business leaders, community members, nonprofit leaders, government, education partners, families served and more. The Executive Director will leverage the power of relationships and networks, working across private, public, and corporate sectors.

Primary Roles and Responsibilities Include:

- 1) Community Leadership and Partnership:** Provide leadership on behalf of the organization in collaborating with community partners to advocate and address community needs. Represent the organization at various community events and serve on related task forces and committees. Foster meaningful interactions with current and prospective donors, community members, and volunteers to explore avenues for their introduction and integration into the organization. Cultivate lasting relationships that contribute to the organization's growth and development.
- 2) Staff Development and Administration:** Provide overall leadership and direction for staff, independent contractors, volunteers, and vendors, fostering a supportive team environment.
- 3) Financial Management:** Prepare an annual operating budget for approval by the Board of Directors. Manage revenues and expenses consistent with the approved budget and ensure the Board is aware of the status of the budget as required by Board policy.
- 4) Fundraising:** Ensure the long-term financial vitality of the business by creating strategic fundraising and resource development goals and fundraising through multiple channels.
- 5) Strategic Planning:** Work with the staff and the Board of Directors to establish and implement an annual strategic plan with execution-oriented, measurable goals and milestones.

INTERFACES WITH:

The Executive Director will serve as the leader of the organization and will report directly to the Board of Directors. The Board of Directors is comprised of over thirty community influencers and leaders within the greater Greensboro region. They will manage a team of ten, including one contractor. The Executive Director will have exposure to constituents, business leaders, community leaders, City and County elected officials and staff members throughout the community.

CORE COMPETENCIES:

- 1) Nonprofit Experience:** Prior experience serving in a leadership capacity at an impact-oriented nonprofit is preferred.
- 2) Fundraising Experience:** A track record of fund raising through a number of creative outlets is preferred. A sales persona is critical to this role.
- 3) Equity Focus:** Demonstrated strong foundational understanding of equity and inclusion and how to focus and lead the work of an organization with an equity lens.
- 4) Leadership Experience:** 5+ years of experience serving in a senior position. Previous experience as a senior executive or Executive Director is preferred.
- 5) Local Affiliation:** The ideal candidate will either already live in or have some connection with the greater Triad region.

PERSONAL QUALIFICATIONS:

The candidate selected for this position will be a creative, out-of-the-box thinker who is intellectually curious with a demonstrated interest in learning. This person will also need to be a self-motivated, high-energy individual who can easily function in a high demand, performance-driven environment. They must be accustomed to working on multiple tasks in parallel. This professional must be self-aware, demonstrate strong leadership skills, best demonstrated by the individual's ability to gain credibility with team members and senior management.

The successful candidate will:

- Be humble in nature, recognizing the accomplishments of the team before the individual
- Be highly motivated and possess vision and enthusiasm
- Be comfortable acting as an individual contributor and as a team manager (Player/Coach)
- Understand how to deliver on short time frames and be committed to meeting deadlines "no matter what"
- Communicate in an open and honest way that quickly builds trust and respect
- Possess an entrepreneurial spirit
- Be comfortable on his/her feet in responding to public/media inquiries and in making presentations

INTERVIEW PROCESS

- Step 1: The candidate will complete the Charles Aris qualification process.
- Step 2: The candidate will interview with select members of the NCCJ search committee.
- Step 3: The candidate will complete second and final round interviews with a broader group of stakeholders, including staff members and additional members of the Board of Directors.
- Step 4: The candidate is extended an offer. Start date is negotiated.

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