

C A R O L I N A
JUSTICE POLICY CENTER

The Carolina Justice Policy Center empowers North Carolinians to create effective, equitable and humane solutions to criminal justice problems.

Position Overview

The Executive Director reports to the Board of Directors and is responsible for fundraising and managing all research, organizing and advocacy campaigns and insuring that they are successfully implemented. We seek a person:

- with knowledge and understanding of criminal justice issues such as the death penalty, community-based corrections, over-incarceration and juveniles in the adult criminal justice system.
- an experienced administrator, fundraiser and manager with a strong commitment to social and racial justice, who knows how to work collaboratively with a variety of organizations and individuals.
- with strong written and verbal communication skills both in person and on- line.

This position requires travel to Raleigh and some travel across North Carolina and the demonstrated ability to manage a challenging schedule in a reliable and timely manner.

The Executive Director will:

Organize and help schedule quarterly Board meetings, board agendas and reports to board.

Translate organizational goals set by the Board into annual, quarterly and monthly workplans that include a structure for accountability and evaluation. Assist the Board in reviewing quarterly progress and annual evaluation of organizational goals.

Manage all grant fundraising and reporting and grassroots fundraising including events and direct mail appeals.

Prepare the budget for board approval. Provide quarterly expenditure updates and budget adjustments, work with bookkeeper and accountant and insure expenditures stay in budget.

Work directly with bookkeeper and accountant to prepare checks, the annual financial review and maintain key documents for review by accountant. Arrange for monthly review by Board Treasurer.

Monitor – or assign staff to monitor - key Executive and Legislative branch actions relating to Board-established Program Goals for the year.

Monitor any lobbying activities and ensure timely organizational compliance with laws and reporting requirements.

Send bi-monthly *Policy Updates* through Constant Contact on developments related to program areas at both the state and national level.

Ensure consistent, direct communication with key contacts, local leaders and volunteers, and communicate with elected officials when needed.

Be accountable for consistent and timely reporting including reports to Foundations, Secretary of State, IRS, and others as needed. Ensure that staff hours are reported in Clicktime.

Participate and manage staff participation in work group and/or strategy planning sessions with coalition partners engaged in collaborative civic engagement work.

Manage use of the Voter Activation Network to identify potential supporters.

Work with the Assistant Director to implement an effective internship program.

Hold weekly staff meetings that include reporting about weekly and monthly workplan progress as well as ongoing brainstorming and problem solving around campaign strategies and priorities, relationship, volunteer and coalition building.

Experience and Qualifications

- Minimum of 5 years of organizational management, issue campaign and coalition building experience.
- Experience fundraising through both foundations and grassroots efforts.
- Experience managing a budget.
- Experience developing and implementing plans that engage grassroots volunteers and develop volunteer leaders who initiate and lead actions on their own.

- Experience managing campaigns or programs and working collaboratively with partners across program areas.
- Experience and demonstrated competency with Microsoft Access, Excel and Publisher.

Skills and Attributes

- Self-starter with a demonstrated ability to set and manage organizational goals.
- Ability to communicate (writing, public speaking) effectively about the organization's mission, vision, priorities and issues with a wide variety of people.
- Demonstrated ability to work effectively within communities of color.
- Passion for and commitment to racial, social and economic justice.
- Reliable and on time for daily responsibilities and meetings.
- Desire to work in all aspects of the organization including fundraising and administrative duties.
- Desire and ability to both lead and collaborate as needed.
- Comfort with a variety of group processes ranging from shared leadership and participatory decision making to more top down decision making with some input.
- Skills in direct, assertive communication and giving and receiving feedback.
- An understanding and commitment to using data and reporting tools to track progress.
- Ability to maintain confidentiality and respect rules, policies and practices related to campaigns, human resources and personnel matters.
- Sense of humor and ability to have fun; patience with imperfection.
- Ability to travel and work non-traditional hours including some evenings and weekends when necessary.

Salary Range: Begins at high thirties – can go higher depending on qualifications, experience and ability to advance. Health Insurance included.

To apply: Email a cover letter with an overview of why you want this job and some professional background, your resume and names and contact information for three references who can speak to your experience, skills and attributes to Lao Rubert, Carolina Justice Policy Center at info@justicepolicycenter.org. Please send your information by Feb. 8, 2017. You can also link to an announcement on Indeed at <https://employers.indeed.com/m#jobs>.

The Carolina Justice Policy Center is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment. We welcome and encourage applicants from diverse groups to apply.