

EXECUTIVE DIRECTOR

Major Responsibilities

LEADERSHIP & STRATEGY

- Inspire and motivate staff, board, volunteers, membership, and community members to work on PJC goals
- Direct long-term planning for PJC and work with board, staff, and members to implement strategic plan and update as necessary
- Stay abreast of local, national and international political and social trends, and draw on this knowledge to identify new opportunities and directions for PJC endeavors
- Be an action leader in the region on issues related to PJC campaigns and programs

DEVELOPMENT

- Increase revenue and membership, with particular focus on cultivating and increasing the Major Donor base.
- Work with the Board and staff to plan, implement and evaluate annual fundraising activities, grant solicitation, and membership development
- Ensure timely and accurate grant writing, management and reporting.
- Work with Board and staff to plan and produce special events

PUBLIC RELATIONS

- Act as the lead spokesperson for the organization to the media, state officials, the business community, PJC membership, and the public
- Oversee public relations for the organization to ensure consistency and quality of the message and presence of the organization in the community
- Keep up-to-date and utilize changing technologies and social media platforms; contribute material, and coordinate the communication needs of the organization

ADMINISTRATION & PERSONNEL MANAGEMENT

- Provide general oversight of all systems and programs
- Hire / Supervise/ Review/ Fire staff as necessary
- Conduct annual staff performance evaluations and assist staff members in setting and fulfilling their annual work plans and professional growth goals.
- Work with Racial Justice Advisory Committee to maintain accountability and integrity of organization's anti-racist commitment
- Work with Program Manager to oversee and grow facilitator base
- Maintain a supportive, healthy office culture along with ability to manage one's own self-care and lead by positive example
- Manage day to day personnel issues and conduct weekly staff meetings
- Work closely with Board of Directors, including monthly board meetings, additional communication and consultation as necessary, recruitment, and orientations for new board members

- Use good listening skills while being open to different styles of communication

PROGRAM FUNCTIONS

- Work with staff to fully develop the key program initiatives underway through the Peace and Justice Center: strategizing on implementation; identifying resources; evaluating progress
- Serve as an issue-based advocate in the State pursuing the PJC's interests and agendas with state agencies, the legislature, the congressional delegation, and associations and agencies throughout the state
- Participate on statewide legislative and other coalitions
- Support annual events of the PJC and of other organizations
- Collaborate with the Board and staff to establish and prioritize the PJC's public policy agenda
- Network and collaborate with grassroots and other nonprofit organizations within the state (and outside the state as appropriate) on various programs and activities that advance the PJC mission and programs
- Provide project staff with ongoing support, direction, and advice
- Respond to emergent events such as marches, rallies, and protests by leading the events, co-coordinating them, or supporting others to do so

Note: This is considered a full-time position (30-35 hours per week).

The PJC is an equal opportunity employer.

All employees are required to satisfactorily perform the essential duties and responsibilities of their position. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

March 1, 2020