About the Peace & Justice Center
The Peace & Justice Center, established in 1979, is a non-profit, membership organization that strives to create a more just and peaceful world. The PJC’s work is built on the premise that our political, social, and economic institutions continue to favor some at the expense of others. To change these oppressive structures, the PJC works on the interconnected issues of economic and racial justice, peace, and human rights. The PJC is committed to raising awareness of these issues, redressing multiple forms of oppression, and equipping people with tools to lead viable social change movements that include and empower all people. To achieve these goals, the PJC utilizes education, leadership development, and community-building to reach organizations, groups, activists, institutions, and the general public.

About the Job
The role of the Executive Director is to strengthen the organization’s long-term vision, create innovative strategies, facilitate teamwork, and unite diverse constituencies around shared solutions. Team leadership, fundraising, and communication are core responsibilities. The ED must have a strong understanding of economic and racial justice issues, particularly institutional racism, white privilege, classism, in addition to knowledge of issues related to peace, human rights, and globalization.

The Executive Director reports to the Board of Directors and is a Full-Time, exempt position. Projected annual salary is range $50,000 to $60,000, generous combined time off benefit, PJC does not currently offer a health plan.

The ideal candidate will be someone who is goal oriented and people centric with a passion for social justice work. Other important characteristics include:

- **An articulate speaker, a critical thinker, a problem solver;** Use these skills to strengthen the long-term vision for the organization’s work, creating innovative strategies, facilitating teamwork, and uniting diverse constituencies around shared solutions.

- **A strong understanding of social justice issues;** Specifically: institutional racism, white privilege, and classism in addition to issues related to peace, human rights, fair trade, and globalization are important-- preferably through both lived and learned experiences. The ED needs to understand the historical context of racial inequity and its present-day implications and have the ability to confront oppression as it appears.

- **A deep belief that racial equity and social justice are important;** The ED must be driven to act on this belief.

- **Commitment to learning and growing;** Regardless of how much or little they know the ED must make a commitment and actively seek out opportunities to deepen their understanding. The ED needs to be open and able to hear, reflect, and act on feedback that pertains to identity and equity with a mindset of continuous learning.
Major Responsibilities
LEADERSHIP & STRATEGY

- Direct long-term planning for PJC while working with the staff, board, and members to implement the strategic plan and update it as necessary.
- Inspire and motivate the staff, board, volunteers, membership, and community members to take actions and responsibilities that stretch their comfort zones and work toward the goals of PJC.
- Work with and help develop others professionally through coaching, training, or feedback.
- Maintain balance in the face of stress and be an enthusiastic leader.
- 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 active leader in the region on issues related to PJC campaigns and programs.
- Be driven to push through barriers that may prevent the PJC from achieving goals - while also being able to bounce back from setbacks and rejections.
- Connect with others and build trust with the staff, board, volunteers, Allied Groups, and community members—particularly having the ability to connect across lines of difference.

DEVELOPMENT

- Increase revenue and membership with a particular focus on cultivating and increasing the PJC's major donor base.
- Work with the staff and board to plan, implement, and evaluate annual fundraising activities, grant solicitation, and membership development.
- Utilize various non-profit fundraising techniques, especially soliciting and maintaining donations from major donors.
- Ensure timely and accurate grant writing, management, and reporting.
- Collaborate with the staff and board to plan and produce special events.

PUBLIC RELATIONS

- Act as the spokesperson for the organization to the media, state officials, the business community, PJC membership, and the public.
- Maintain personal dignity, poise, and respect for others when representing the PJC publicly.
- Continually work on cultivating relationships with stakeholders and community members to broaden the support of PJC and its goals.
- Oversee public relations for the organization to ensure the consistency and quality of PJC’s messaging and the presence and visibility of the organization in the community.
- Keep up with and utilize changing technologies and social media platforms, contribute material, and coordinate efforts to meet the communication needs of the organization.

ADMINISTRATION & PERSONNEL MANAGEMENT

- Provide general oversight of all systems and programs.
- Hire, supervise, evaluate, and fire staff—including working with the Program Manager to oversee and grow facilitator base for educational programs.
• Delegate tasks, set priorities, and communicate expectations clearly with the staff, board, volunteers, and other team members while holding them accountable for meeting goals using inspiration and other constructive methods.
• Conduct regular staff performance evaluations and assist staff members in setting and fulfilling their annual work plans and professional growth goals.
• Maintain a supportive and healthy office culture while leading by positive example and manage one’s own self-care.
• Manage day to day personnel issues and conduct regular staff meetings while being flexible and able to shift priorities when needed.
• Enthusiastically offer support and listen with the ability to adapt to different styles of communication. Utilize these skills with particular sensitivity to cultural differences or communication barriers.
• Actively invite and implement feedback from others.
• Work closely with the Board of Directors, including attendance at monthly board meetings, recruitment, orientations for new board members, and additional communication and consultation as necessary.
• Work with the Racial Justice Advisory Committee to maintain accountability and integrity of the organization’s anti-racist commitment and collaborate on issues related to racial justice.

PROGRAM FUNCTIONS
• Work with staff to fully develop the PJC’s key program initiatives, strategize on implementation, identify resources, and evaluate progress.
• In collaboration with other staff members:
  o Participate in statewide legislative and other coalitions that prioritize social justice.
  o Network and collaborate with grassroots and other nonprofit organizations within the state (and out of state as appropriate) on programs and activities that advance the PJC mission and programs.
  o Respond to emergent events such as marches, rallies, and protests by leading the events, co-coordinating them, or supporting others to do so within the capacity of the organization.
• Collaborate closely with the staff and board to establish and prioritize the PJC’s strategic focus.
• Provide project staff with ongoing support, direction, and advice.

The PJC is an equal opportunity employer.

PJC actively seeks a diverse pool of candidates. PJC does not discriminate on the basis of race, religion, color, national origin, marital/civil union status, age, gender, gender identity or expression, sexual orientation, veteran/uniformed service status, disability, or other legally protected classifications.