

**Weekly Job Postings**  
**October 30 – November 5**

*In this week's edition:*

**Local Government**

***North Carolina***

*Manager/Director Positions*

<u>Town Manager, Town of Fairmont</u>	Fairmont, NC	30-Oct
<u>Finance Director, Cabarrus County</u>	Concord, NC	30-Oct
<u>Assistant Department Director – General Services, City of Durham</u>	Durham, NC	5-Nov
<u>Assistant Director, City-County Planning Department</u>	Durham, NC	9-Nov
<u>County Attorney, Macon County (Attached)</u>	Franklin, NC	30-Nov
<u>Human Services Deputy Director, Wilson County</u>	Wilson, NC	Continuous
<u>HR Director, City of Statesville</u>	Statesville, NC	Continuous
<u>Town Manager, Town of Selma</u>	Selma, NC	Continuous
<u>Associate Compliance and Contracts Analyst, City of Durham</u>	Durham, NC	Continuous
<u>Finance Officer, Town of Spencer</u>	Spencer, NC	Continuous
<u>Town Manager, Town of Mount Gilead</u>	Mount Gilead, NC	Continuous
<u>Assistant County Manager, Bertie County</u>	Windsor, NC	Continuous
<u>Human Resource Director, City of Mount Holly</u>	Mount Holly, NC	Continuous
<u>Finance Director, City of Mount Holly</u>	Mount Holly, NC	Continuous
<u>Budget Director, Guilford County</u>	Greensboro, NC	Continuous
<u>Human Services Director, Guilford County</u>	Greensboro, NC	Continuous
<u>Elections Director, Rockingham County</u>	Wentworth, NC	Continuous
<u>Deputy Finance Director, Town of Mooresville</u>	Mooresville, NC	Continuous

*Mid- and Entry-Level*

<u>Senior Budget &amp; Management Analyst, Wake County</u>	Raleigh, NC	30-Oct
<u>Fiscal Analyst, Town of Waynesville</u>	Waynesville, NC	30-Oct
<u>Community Development Assistant, City of Creedmoor</u>	Creedmoor, NC	2-Nov
<u>eCourts Guide and File Project Coordinator (Attorney), Wake County</u>	Raleigh, NC	4-Nov
<u>SJC Management Analyst, Buncombe County</u>	Asheville, NC	5-Nov
<u>Business Services Administrator, City of Durham</u>	Durham, NC	6-Nov
<u>Strategic Initiatives Analyst, Guilford County</u>	Greensboro, NC	15-Nov
<u>Tax Administrator, Rutherford County (Attached)</u>	Rutherfordton, NC	Continuous
<u>Planning Technician, Village of Clemmons</u>	Clemmons, NC	Continuous
<u>Assistant Finance Director, City of Newton</u>	Newton, NC	Continuous

<u>HR/Benefits Analyst, Guilford County</u>	Greensboro, NC	Continuous
<u>HRIS Data Analyst, Gaston County</u>	Gastonia, NC	Continuous
<u>Real Estate Appraiser, Anson County</u>	Wadesboro, NC	Continuous
<u>Associate Compliance and Contracts Analyst, City of Durham</u>	Durham, NC	Continuous
<u>Human Resources Consultant, Town of Chapel Hill</u>	Chapel Hill, NC	Continuous
<u>Assistant Planning Director, Moore County</u>	Carthage, NC	Continuous
<u>Human Resource Specialist, ONWASA</u>	Jacksonville, NC	Continuous
<u>Tax Administrator, Northampton County</u>	Jackson, NC	Continuous

### *Nationwide*

#### *Manager/Director Positions*

<u>Growth Management Director, St Johns County</u>	St Augustine, FL	Continuous
<i>Mid- and Entry-Level</i>		
<u>Capital Budget Manager, Loudoun County VA</u>	Leesburg, VA	Continuous
<u>Homeless Strategy Officer, Austin, TX</u>	Austin, TX	Continuous

### **State Government**

#### *North Carolina*

Strategic Partnerships Program Support Specialist, OSBM (Attached)	Raleigh, NC	Continuous
Philanthropy Fellow, NCOSP (Attached)	Raleigh, NC	Continuous

#### *Nationwide*

### **Federal Government**

<u>Counsel, Congressional Budget Office</u>	Washington, DC	23-Nov
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### **Nonprofit Sector**

#### *North Carolina*

<u>Planner II Housing and Community Development, TJCOG</u>	Durham, NC	30-Oct
<u>System Administrator, Miracle Feet</u>	Chapel Hill, NC	31-Oct
<u>Executive Assistant, Miracle Feet</u>	Chapel Hill, NC	31-Oct
<u>Advancement Director, Helps Education Fund</u>	Durham, NC	6-Nov
<u>Executive Director, Partnership for Children of Guilford County</u>	Greensboro, NC	15-Nov
<u>Program Director, ELGL</u>	Remote	15-Nov
<u>Health Program Director, NC Child</u>	Raleigh, NC	23-Nov
<u>Educator Program Coordinator, We Are Children &amp; Families Program Coordinator, We Are</u>	Durham, NC	30-Nov
<u>Children &amp; Families Program Coordinator, We Are</u>	Durham, NC	30-Nov
<u>Executive Director, Chapel Hill Cooperative Preschool</u>	Chapel Hill, NC	Continuous

<u>Human Resources Manager, CAHEC</u>	Raleigh, NC	Continuous
<u>Operations and Administrative Coordinator, SEEDS NC (Attached)</u>	Durham, NC	Continuous
<u>Director of Development, SEEDS NC</u>	Durham, NC	Continuous
<u>Associate Director, The Hispanic Liaison</u>	Siler City, NC	Continuous
<u>Senior Project Coordinator, RTI</u>	Durham, NC	Continuous
<u>Program Director, Girl Scouts – North Carolina Coastal Pines</u>	Raleigh, NC	Continuous
<u>Program Assistant, Center for Environmental Farming Systems</u>	Raleigh, NC	Continuous
<u>Membership Engagement Coordinator, NC Alliance for Health</u>	Durham, NC	Continuous
<u>Deputy Program Director, MedServe</u>	Charlotte, NC	Continuous
<u>Program Lead, Jacaranda Health</u>	Durham, NC	Continuous
<u>Executive Director, PORCH Chapel Hill-Carrboro</u>	Chapel Hill, NC	Continuous
<u>Human Resources and Office Manager, Carolina Small Business Development Fund</u>	Raleigh, NC	Continuous
<u>Business Solutions Officer, Carolina Small Business Development Fund</u>	Raleigh, NC	Continuous
<u>Director of Donor Engagement, Stop Soldier Suicide</u>	Durham, NC	Continuous
<u>Bilingual Homeownership Counselor, DHIC</u>	Raleigh, NC	Continuous
<u>Senior Division Administrator, Duke University</u>	Durham, NC	Continuous
<u>Director of Policy &amp; Advocacy, ACLU</u>	Raleigh, NC	Continuous
<u>Development Director, NC League of Conservation Voters</u>	Raleigh, NC	Continuous
<u>Grants Management Coordinator, Food Bank of Central &amp; Eastern NC, Raleigh NC</u>	Raleigh NC	Continuous
<u>Family Connect International, FCI State Project Lead, Oregon</u>	Durham, NC	Continuous
<u>Vice President, Marketing and Communications, Self-Help</u>	Durham, NC	Continuous
<u>Commercial Lending Program Associate, Self-Help</u>	Durham, NC	Continuous
<u>Director of Philanthropy, CapDev</u>	Winston-Salem, NC	Continuous
<u>Senior Policy Analyst - Early Learning, The Hunt Institute</u>	Cary, NC	Continuous

*Nationwide*

<u>Program Manager, The Phoenix</u>	Detroit, MI	Continuous
<u>Director, Thought Leadership, Habitat for Humanity International</u>	Atlanta, GA	Continuous
<u>Finance and Administration Coordinator, Christian Connections for International Health</u>	Alexandria, VA	Continuous

<u>Fiscal and Administrative Coordinator, University of Virginia</u>	Charlottesville, VA	Continuous
<u>Executive Director, Missouri Coalition for the Environment</u>	St. Louis, MO	Continuous
<u>Associate Director of Legislative Affairs, The Good Food Institute</u>	Washington, DC	Continuous
<u>Vice President for Organizing and Policy, Common Justice</u>	Brooklyn, NY	Continuous

### **Private Sector**

#### *Nationwide*

<u>Senior Associate, Freedman Consulting</u>	Washington, DC	Continuous
<u>Capture Manager, Long Capture</u>	Remote	Continuous
<u>Manager, State &amp; Local Government Affairs, Yum! Brands</u>	Louisville, KY	Continuous

### **Local Government**

Town Manager, Town of Fairmont: The Town of Fairmont, located in Robeson County, NC, with a 2018 population of 2,611 is seeking candidates for the position of Town

Manager. Responsibilities include supervision and management of 20 full-time and 16 part-time employees in administration, law enforcement, recreation, and public works. Budget for FY 2021 is approximately \$3.7 million. Desired experience includes personnel administration, budgeting and finance, public works, grant writing and administration, code enforcement, and economic development. Strong interpersonal and communication skills also desired.

Finance Director, Cabarrus County: Cabarrus County, North Carolina is conducting a comprehensive search for a results driven leader with a passion for public service to be our next Finance Director. This is an exciting opportunity to provide leadership and support for one of the fastest growing and diverse counties in North Carolina. Cabarrus County seeks an experienced and analytical professional with extensive experience in local government, financial management, and organizational effectiveness to drive our organization's financial operations. The Finance Director must be collaborative, forward-thinking, innovative, and a problem-solver by nature.

Assistant Department Director – General Services, City of Durham: The City of Durham is seeking a candidate that exhibits professional credentials showing progressive training, certifications or experience in at least one of the following fields: real estate/real estate development, project management and sustainability. The span of the Assistant Director's portfolio includes, but may not be limited to, Real Estate Division, Project Management Division and Arts, Culture, and Sustainable Communities Division, including successful integration and collaboration across the portfolio and the entire Department. Key priorities of the Assistant Director will include long range planning for redevelopment of city property in furtherance of the City's goals and objectives; oversight and implementation of the City's sustainability goals, and oversight of capital project plan, maintenance and replacement and other design and construction projects.

Assistant Director, City-County Planning Department: This position is devoted to providing strategic direction and management oversight to the City-County Planning Department, ensuring implementation of the Comprehensive Plan, City, County and Departmental Strategic Plans, racial equity initiatives, and work program and budget development and administration. Incumbents oversee all administrative, strategic, and policy planning for the department, and serve as a second level supervisor reporting directly to the department director. Responsible for making interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant Director subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the units managed. Incumbents are typically assigned to serve as director in the absence of the director.

County Attorney, Macon County (Attached): Macon County, North Carolina is seeking a qualified attorney to provide legal counsel to the governing board, county manager and county department heads on a contract basis. The county is located in the southwestern portion of the state and has a population of approximately 36,000, with the county seat located in Franklin. The county is governed by a five-member Board of Commissioners

elected on staggered terms, and operates under the council-manager form of government, with an annual budget of approximately \$52-million for Fiscal Year 2020-21.

Human Services Deputy Director, Wilson County: Provides executive leadership to staff and oversight of programs within Wilson County Department of Social Services (WCDSS). Provides direct supervision to agency leadership within the Economic Assistance Section (Medicaid, SNAP, LIEAP, MA Transportation and Crisis intervention Programs) and the Child Support Section. Provides indirect oversight to all other agency programs including but not limited to child welfare and adult services supervision and of all other agency leadership in the absence of the agency Director. Serves as the Human Resources Manager within the WCDSS. Provides oversight and supervision of the LBR Performance Management System within the Department and provides direct supervision to the CQI Specialist. Provides leadership in continuous quality improvement of the section through LBR (Leading by Results) processes. Provides supervision to Grants Administrator and Leadership Development Specialist Positions.

HR Director, City of Statesville: The City of Statesville is seeking qualified applicants for the position of Human Resources Director due to the retirement of the current director. Candidates must be committed to the management and administration of the City's human resources functions and must possess the skills to collaborate with professionals at all levels across various organizations to ensure the City of Statesville is an outstanding place to work. The position reports to the City Manager.

Town Manager, Town of Selma: A growing, diverse community located in Johnston County, Selma is a full-service Town, and has a Council-Manager form of government consisting of a mayor and four non-partisan councilmembers. The Town Manager has a \$20 million budget, 12 departments, and 83 full-time, and 10 part-time employees. The Town Manager is responsible for recommending policies and programs to the Town Council and implementing their decisions and for the general direction of the Town's operations. A Bachelor's Degree in Public Administration, Business Administration, or related field is required; an MPA or MBA is preferred. The position also requires five to seven years of progressively responsible experience in local government management, preferably including experience in finance and planning, with an emphasis on economic development and revitalization.

Assistant Department Director – General Services, City of Durham: The City of Durham is seeking a candidate that exhibits professional credentials showing progressive training, certifications or experience in at least one of the following fields: real estate/real estate development, project management and sustainability. The span of the Assistant Director's portfolio includes, but may not be limited to, Real Estate Division, Project Management Division and Arts, Culture, and Sustainable Communities Division, including successful integration and collaboration across the portfolio and the entire Department. Key priorities of the Assistant Director will include long range planning for redevelopment of city property in furtherance of the City's goals and objectives; oversight and

implementation of the City's sustainability goals, and oversight of capital project plan, maintenance and replacement and other design and construction projects.

Finance Officer, Town of Spencer: The Town of Spencer seeks a Finance Officer to administer the Town's finances and perform complex professional and administrative work in planning, organizing, reporting, and directing all municipal financial activities. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records. The Town of Spencer enjoys a solid financial report is also looking ahead to growth and the many projects which are currently planned. Town operations focus on excellence in customer service. The Town of Spencer enjoys the benefits of a diverse population and the town's management is expected to understand and appreciate those opportunities for service delivery. The town seeks to encourage economic development and efforts are currently underway towards increased beautification, community development, and capitalizing on 160,000 visitors coming into the community each year. The intent of these efforts, along with capital improvement projects, is to revitalize the town and to rebuild and expand the tax base.

Town Manager, Town of Mount Gilead: The Town of Mount Gilead is seeking a qualified Town Manager. Mount Gilead is located in the center of the state in close proximity to the Uwharrie National Forest, Town Creek Indian Mound and just off the banks of Lake Tillery. Mount Gilead combines the advantages of a historic small-town atmosphere with all the amenities of an outdoor enthusiast's dream location.

Assistant County Manager, Bertie County: Bertie County is seeking qualified applicants for a senior management position, acting under limited supervision, performs responsible administrative and management functions on behalf of the County Manager, including overseeing assigned programs and assisting in the overall management of County operations. Reports to the County Manager and is exempt from the overtime provisions of the FLSA.

Human Resource Director, City of Mount Holly: This employee organizes and administers the City's personnel program in cooperation with managerial levels in City government. Work includes developing policies and programs, researching professional journals and materials, and planning for the implementation of personnel policies and practices with managers and employees. Functions include recruitment and selection, fringe benefits, training, personnel policy development and administration, employee relations, classification and pay, and personnel records management. Work is performed under the general supervision of the City Manager or designee, and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

Finance Director, City of Mount Holly: This employee plans, directs, organizes and administers a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures. This employee attends City Council meetings to present required financial reports and information. Knowledge of and adherence to accounting practices and laws must be assured as well as assuring that subordinates also

comply with these generally accepted practices. Work is performed under the general supervision of the City Manager or designee, and is evaluated through periodic reports and through the results of an independent audit process.

Budget Director, Guilford County: Guilford County North Carolina is excited to offer an exceptional career opportunity to an experienced Budget, Management and Evaluation professional. While serving a growing community, the successful candidate will assist other departments, County management, and the Board of Commissioners in the preparation and management of a balanced budget, and the implementation of the county's open data and innovation initiatives. In addition, the department assists with performance measures and leads the County's data and innovation strategy to support a more innovative and inquisitive workforce. The Budget Director plays a major role in ensuring the County continues to be a national leader by maintaining its AAA bond rating with all major agencies.

Human Services Director, Guilford County: This is directive and managerial work in serving as the executive officer of the County Human Services (HS) Advisory Board executing the authority of the board as defined in G.S. 153A-77. As the Executive HS Director, direct other Department/Division Directors, managers, supervisors, professional, paraprofessional, and support staff in the delivery of department services and provide leadership and direction for program development, establishing program standards and monitoring and evaluating quality of service delivery systems; supervise budget activities and may maintain direct involvement in conflict/complaint resolution; staffing and personnel issues and serve as the principle spokesperson for the department relative to program issues. Work also involves representing the department with government officials, other human service providers, and a variety of advocacy groups to influence the decision-making process in order to insure adequate resources for program maintenance and expansion and the delivery of comprehensive services. The HS Director is appointed by and reports to the County Manager.

Elections Director, Rockingham County: Rockingham County is seeking an Elections Director to perform complex administrative work directing the registration, voting and election activities for the County, advise candidates, prepare and maintain records and files, prepare reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Elections. Departmental supervision is exercised over all personnel within the department.

Deputy Finance Director, Town of Mooresville: The Town of Mooresville is seeking an individual to work under the direction of the chief finance officer. The deputy finance director exercises considerable initiative with wide latitude for independent judgment and is expected to resolve problems of a professional and technical nature. Work involves supervision of the accounting, accounts payable, payroll operations, utility billing and cemetery administration. Work is performed in accordance with generally accepted accounting principles, established municipal procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants.

*Mid- and Entry-Level*

Senior Budget & Management Analyst, Wake County: Budget and Management Services (BMS) is expanding our team with a Senior Budget and Management Analyst position within our office. The Senior Budget and Management Analyst will collaborate with Departments to develop, evaluate, and analyze County operating and capital budgets; lead and serve on county-wide special projects; and help effectively communicate information throughout the organization. The role will involve a high level of responsibility, expertise and leadership for organization-wide analyses and projects. Budget and Management Services seeks motivated and talented professionals to join our team. We're looking for more than a number cruncher - we are seeking a team player who can collaborate with others to help build a \$2.0 billion budget for our fast-growing County. A passion for public service is essential and an ability to excel with Excel is required, too.

Fiscal Analyst, Town of Waynesville: The purpose of the class is to perform technical, administrative, planning, coordinating and executing the accounting functions of the Town's Finance Department. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

Community Development Assistant, City of Creedmoor: The City of Creedmoor is currently seeking a part-time Community Development Assistant. Creedmoor's population consists of 4,600 residents in Granville County (North Carolina) and is located approximately 20 miles North of Raleigh and Research Triangle Park. The Community Development Department provides comprehensive and strategic planning, as well as assists developers and homeowners with proper application of zoning code, and zoning and storm water permits. The Community Development Assistant will provide customer service and administrative support for planning, zoning, and code enforcement. He or she will be the point of contact for builders, developers, and the public to provide policy and procedure assistance. This position requires the ability to create and maintain sensitive records with a high degree of accuracy and integrity; performs a variety of specialized tasks to include scheduling work assignments, processes applications and permits, maintains departmental databases, reports, and department calendar.

eCourts Guide and File Project Coordinator (Attorney), Wake County: The North Carolina Administrative Office of the Courts (NCAOC) is seeking an individual to serve as the *eCourts Guide and File Project Coordinator* to develop new, and maintain existing, aspects of eCourts Guide and File product suite, including working with internal and external partners to ensure the legal and procedural accuracy and technical soundness of Guide and File interviews in accordance with best practices to expand access to justice for self-represented litigants in North Carolina.

SJC Management Analyst, Buncombe County: The primary purpose of this position is to support the implementation and data related activities associated with the MacArthur Safety and Justice Challenge (SJC) grant funded project which aims to reduce the local jail population by fifteen percent in Buncombe County. Assist the SJC Data Coordinator, the Justice Resource Advisory Council, and grant support staff in the implementation of

grant activities. Assist with the development and tracking of performance metrics and the evaluation of population reduction strategies implemented. Assist the SJC Data Coordinator in the development and execution of data sharing agreements with local and SJC Network partners.

Business Services Administrator, City of Durham: The purpose of this position is to lead support for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Unified Planning Work Program (UPWP), Federal Transit Administration (FTA) grant management, CMAQ funding oversight, financial program management and grant administration activities, including but not limited to providing accounting/fiscal program management as well as MPO budget monitoring; preparing and managing grants and contracts; monitoring requisitions, purchase order receiving reports and preparation of invoices; development of work programs; preparation of monthly, quarterly and annual reports; funding oversight, compliance and monitoring; calls for projects and competitive funding sub-allocation.

Strategic Initiatives Analyst, Guilford County: This position oversees the implementation of the County's Strategic Framework; provides consultation and facilitation to departments on the strategic framework methodology, framework development and implementation and ensures alignment of departmental plans to countywide objectives and results; coaches departments through linking Strategic Framework to Budget and Operational Plans; oversees the development and implementation of the County's performance management program. The incumbent will be responsible for supporting departments through consulting, measurement selection, data analysis, performance reporting, training, and coaching; facilitating cross-functional teams tasked with solving problems and providing training to management and employees in overall management best practices. This role has high visibility to the department and County management teams.

Tax Administrator, Rutherford County (Attached): County Commissioners Bryan A. King, Chairman Eddie Holland Steve Garrison, County Manager Alan Toney, Vice Chairman Greg Lovelace Hazel S. Haynes, Clerk to the Board Michael Benfield Richard Williams, County Attorney Rutherford County is seeking to employ a Tax Administrator with the skills and experience commensurate to the position. The successful candidate must be able to lead staff to meet the demands of the department. The candidate must be an excellent communicator, must possess exceptional customer service skills, and must possess considerable knowledge of the Revenue Department. An employee in this class plans, organizes, assigns, and directs the work of staff responsible for appraising property, listing taxes, reevaluating property, maintaining property records, maps and files, collecting taxes and handling appeals and public contacts on tax assessments. Duties include researching and developing new and revised procedures and forms to meet changing needs and to improve departmental efficiency.

Planning Technician, Village of Clemmons: Performs technical and administrative work in support of the planning process for the municipality such as processing development

applications, researching records, providing basic information on ordinances, applications and regulations, and preparing information for development review or board meetings.

Assistant Finance Director, City of Newton: Supervises financial accounting staff. Oversees general ledger and financial reporting. Prepares schedules for the Comprehensive Annual Financial Report (CAFR) in consultation with Finance Director, outside auditors, and other City staff. Provides detailed accounting reports and budget forecasts for the annual budget; prepares accounting concepts and gives technical assistance to management in preparing budget estimates and allocating costs for new, expanded, or reorganized programs. Coordinates the drafting of proposals from departments for the annual presentation of the Capital Improvement Plan (CIP); reviews and prioritizes items with Finance Director. Oversees the accounting and management of all fixed assets

HR/Benefits Analyst, Guilford County: Provides superior benefits customer service to employees and retirees of Guilford County government and administers employee benefits related to, but not limited to, life, disability and retirement, within the Human Resources Department. Employee successfully handles complex issues related to benefits administration. The employee exercises judgment and discretion in applying and interpreting personnel and departmental guidelines; communicates effectively with employees and with management on a one-to-one or group basis; makes and communicates decisions; works independently. Work requires frequent and regular contact with customers both inside and outside of direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Work is performed under the general supervision of a Human Resources Manager.

HRIS Data Analyst, Gaston County: The duties listed below are not all of the duties that may be assigned but are those that are considered as essential for an employee to perform. Establish and maintain confidential permanent electronic HR and Payroll files within a complex HRIS (Munis). Includes Personnel Action Forms for salary, position and supervisory changes, and salary adjustments. Assure integrity of HR data and work in conjunction with IT, payroll, Budget, and Auditor departments. Review, verify and correct data prior to entry into Munis system. Work independently, and in conjunction with IT Department to discover, analyze, research, and test issues/problems/bugs in Munis. Problem solve and implement solutions regarding the HR and Payroll modules of Munis. Create and maintain HRIS process instruction sets. Extract meaningful data for prescribed and ad hoc reports involving position classification, compensation, and pay equity. Prepare meaningful analysis on collected data to share with appropriate stakeholders.

Real Estate Appraiser, Anson County: Under the direction of the assessor, the purpose of this position is to ensure all land, residential, commercial and industrial buildings, and building improvements in Anson County are assessed for tax purposes. Employees in this classification perform lead administrative work. Duties require appraising land, mobile homes, personal property, real property improvement and new construction. Assisting the public, lawyers, surveyors, and other appraisal related practices. Employee verifies data

records, processing building permits, measuring new and existing structures, and reviewing surveys for recording. The position requires accuracy and computer data entry into the Anson County tax system and the Anson County appraisal system. Appraisal work is performed under the guidelines as defined by General Statute of the North Carolina Department of Revenue. Performs other duties related to the Anson County Tax Office as required.

Associate Compliance and Contracts Analyst, City of Durham: The Associate Contracts and Compliance Analyst is part of the Contracts and Compliance Team within the City of Durham's Community Development Department (CDD). The position reports to the Contracts and Compliance Manager. The Associate Contracts and Compliance Analyst is responsible for supporting the Compliance Team with database entry and maintenance and providing logistical and administrative support for contracting and monitoring of City- and Federal-funded projects, developers and subrecipients, specifically related to affordable housing development. Responsibilities include: entering contracts into City database for execution, maintaining and monitoring list of open contracts and monitoring requirements; managing the process for contract review and execution requests; scheduling and logistics of monitoring visits and follow-up; reviews of internal project files; and data entry into various HUD compliance systems.

Human Resources Consultant, Town of Chapel Hill: This position is responsible for providing services and support to employees, managers and administrators in the areas of recruitment and selection, retention, benefit and compensation communication, employee relations, performance management and training & development. This position is assigned to a specific Department(s) to support.

Assistant Planning Director, Moore County: Moore County is currently accepting applications online for an Assistant Planning Director position. This position (VACANCY NUMBER 20-065) assumes broad responsibility for the oversight and daily operations of the Planning Department, including the Transportation, Permitting, and Inspections divisions. These responsibilities include current and long range planning division projects and community development project administration; represents the County Planning Department with groups and organizations as delegated and acts for the Director in his/her absence or at his/her direction; oversees the Department of Insurance code updates and implementations; supervises, evaluates, and insures proper training of staff in accordance with County Personnel Policies; recommends input to the Director in the development and revision of ordinances and all policies and procedures; performs related work as required.

Human Resource Specialist, ONWASA: Performs intermediate and advanced administrative work in the human resources division and related work as apparent or assigned. Work is performed under the general supervision of the Chief Human Resources Officer. Deliver excellent customer experiences in all interactions with internal and external customers.

Coordinates operation and maintenance of automated human resources systems and payroll interface including salaries and benefits deductions; manages human resources

intranet, employment application system, on-boarding system. Coordinates and recommends benefit plan renewals, including communication with existing and prospective vendors and/or benefit providers and reviewing and analyzing benefit cost changes in-order-to determine the best plan options. Conducts, communicates and administers benefit plan enrollments, new hires, changes and terminations, including annual open enrollment.

Tax Administrator, Northampton County:

Northampton County is seeking an employee in this class to plan and direct the work of staff responsible for appraising property, listing taxes, reevaluating property, maintaining property records, manual maps, digital maps, photo imagery and other files related to the listing, E911 addressing, assessing and collection of taxes. Directs the handling of appeals and public contacts relative tax assessments and addressing. Work involves developing policies, procedures, and methods for program operations, -budgeting and personnel direction.

*Nationwide*

*Manager/Director Positions*

Growth Management Director, St Johns County: St Johns County is seeking an individual to administer, manage, and enforce county plans and regulations associated with planning, environmental concerns, building, and code enforcement. Determines, directs, and supervises updates to codes and plans, including proposing new county plans, policies and regulations, such as Comprehensive Plan and Land Development Code amendments. Advises county administrators and the Board of County Commissioners on pending policy and projects issues; presents issues and briefings to the administration and Board members; presents issues before the Board, the Planning and Zoning Agency, and other appointed boards. Supervises division directors responsible for development services, including current planning, engineering, transportation management planning, and code enforcement, and for long range and special project planning, building services, project liaison, and environmental services.

*Mid- and Entry-Level*

Capital Budget Manager, Loudoun County VA: DFB leads the county government in high quality budget strategy and development, resource allocation, financial analysis, program evaluation, accounting, and procurement. This position is a member of a seven-member capital budget and long-range planning division. The team prioritizes innovation, creative and critical problem solving, and high quality customer service. The capital division is responsible for the coordination and technical work in the preparation, monitoring, execution, and presentation of the County's annual Proposed and Adopted Budgets, including the six-year CIP, as well as the long-term financial planning products upon which the CIP is based.

Homeless Strategy Officer, Austin, TX: The City of Austin is seeking a highly qualified individual to fill the Homeless Strategy Officer position which reports to the Austin Public Health Director. The next Homeless Strategy Officer will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the

need to prevent and end homelessness in Austin. The successful candidate will be instrumental in driving the department's programs for homelessness, including a focus on health, services, and collaborating with community partners.

## **State Government**

### *North Carolina*

Strategic Partnerships Program Support Specialist, OSBM (Attached): The Program Support Specialist will support the Office of Strategic Partnerships team on an array of existing, emerging, and future efforts focused on institutionalizing partnerships between universities and state government in North Carolina and between state government and the philanthropic sector.

Philanthropy Fellow, NCOSP (Attached): OSP seeks a Philanthropy Fellow to support efforts to strengthen and institutionalize relationships between philanthropy and state government. The Fellow will help educate each sector on the other, encourage collaboration on projects of shared interest, and facilitate more and better interaction across sectors.

### *Nationwide*

## **Federal Government**

Counsel, Congressional Budget Office: The Counsel, together with the General Counsel and Assistant General Counsels, provides legal advice to CBO's management and staff about a broad range of legal issues in a collaborative, fast-paced, and complex environment. The Counsel interprets and analyzes legislative proposals, advises on areas of the law addressed in the cost estimates and reports that CBO prepares for the Congress, and provides formal and informal advice in all areas of law affecting CBO's operations, such as appropriations, data-use agreements, ethics, personnel and employment, and procurement. In performing those duties, the Counsel has contact with government officials at various levels, the private bar, members of the public, and Congressional staff.

## **Nonprofit Sector**

Planner II Housing and Community Development, TJCOG: The Triangle J Council of Governments (TJCOG), a dynamic regional planning organization serving seven counties in the Research Triangle Region of North Carolina, seeks an experienced, creative housing and community development planner. The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner and be able to work in a team environment to support a wide range of projects, programs and partnerships.

System Administrator, Miracle Feet: Are you a data champion with an insatiable desire to learn while making an impact on a global scale? Join MiracleFeet's mission to eliminate

the leading cause of physical disability worldwide and drive the new evolution of our global health information system, which provides critical insights on healthcare treatment and delivery across 200+ clinics in 26 countries. MiracleFeet's System Administrator will be the primary person responsible for maintaining and supporting MiracleFeet's core program technology systems. Key responsibilities will include overseeing use of the CAST mobile app by existing and future programs, providing technical administration for Salesforce (including a Salesforce Community and Amp Impact portfolio management tool), building reports and dashboards, managing enhancements to these tools and systems, and monitoring/improving data quality. The System Administrator reports to the Director of Program Operations, works closely with the Monitoring, Evaluation, and Learning manager and Tier 1 regional CAST Administrators, and will work with all members of the Programs team (both at headquarters and in the field).

Executive Assistant, Miracle Feet: Reporting to the Executive Operations Manager, the Executive Assistant provides administrative support to MiracleFeet's executive team, currently consisting of MiracleFeet's CEO and President. The Executive Assistant will also support the Board of Directors and assist with administrative tasks and internal office communication. We are seeking a detailed-oriented person with strong communication skills, including an ability to communicate well across different cultures and time zones, an ability to coordinate complex situations, and a demonstrated commitment to MiracleFeet's mission.

Advancement Director, Helps Education Fund: Are you passionate about fostering social justice through evidence-based and culturally informed practices? Do you care deeply about promoting equitable access to high-quality education? Do you enjoy both leading and collaborating to advance organizational impact through strategic fundraising, partnership development, and ensuring successful programming? If YES, consider joining our dynamic team in the fight for educational equity! Helps Education Fund is looking for an experienced and equity-focused individual to collaborate with the Executive Director in two key areas: (1) advancing and executing a fundraising strategy that will sustain and enhance our mission, programs, and reach (~70% of the responsibilities); (2) assisting with high-level oversight and support for some of our projects and services (~30%).

Executive Director, Partnership for Children of Guilford County: The Board of GCPC is seeking an innovative, collaborative leader with a passion for early childhood development, equity, and community engagement. The current Executive Director is retiring at the end of 2020 and the next Executive Director will have tremendous support for this transition which includes: 1) A Strategic Bridge Plan approved by the Board in August that provides the guidance for the next 12+ months of operations during COVID 19. 2) A passionate and talented staff who are continuing to serve the children of Guilford County while pivoting as needed. 3) A Program Officer at North Carolina Partnership for Children to be a resource and provide a well-developed transition plan to support the new leader.

Program Director, ELGL: The Engaging Local Government Leaders (ELGL) Program Director manages learning and training programs for local government practitioners. The Program Director also is the liaison to ELGL's network of academic professionals.

Providing timely, relevant content and welcoming new ideas are ELGL goals for the organization and the local government profession. As a result, this position will be essential to accomplishing the items in ELGL's strategic plan.

Health Program Director, NC Child: NC Child takes a comprehensive approach to child health, recognizing that whole person health includes physical, mental, and oral health, as well as environmental health. Healthy children need a healthy neighborhood, healthy parents, access to nutritious food, family economic security, health care, and nurturing relationships in their homes and community settings. Health systems in North Carolina should offer every child and family – whatever their race, ethnicity, or zip code – the opportunity to thrive. This position will be focused on leading health policy action, coalition advocacy, and supporting a team of advocates working towards effective and equitable health systems.

Educator Program Coordinator, We Are: we are seeking an Educator Program Coordinator (EPC) to develop and lead our anti-racist educational efforts. This is a unique opportunity to be a part of creative and meaningful work in an organization that is generating structural changes within educational systems both locally and nationally. The EPC functions as the lead person for many of the organization's constituents; therefore, their ability to communicate effectively with educators, school districts, large organizations, staff, families, donors, and visitors is imperative. As part of a growing and fast-paced organization, the candidate must be a team player who is willing to be flexible to get the job done, and support the Lead Curator with varied responsibilities. The Educator Program Coordinator will report directly to the Lead Curator and should expect to work 40 hours a week and occasionally, additional times as requested.

Children & Families Program Coordinator, We Are: we are seeking a Children & Families Program Coordinator (CFPC) to develop and lead our anti-racist educational efforts. This is a unique opportunity to be a part of creative and meaningful work in an organization that is generating structural changes within educational systems both locally and nationally. We are one of few organizations leading anti-racist efforts with young children through our summer camps.

Executive Director, Chapel Hill Cooperative Preschool: Chapel Hill Cooperative Preschool is Chapel Hill's longest-running independent, non-profit preschool and one of just a handful of 5-star rated, NAEYC accredited preschools in Chapel Hill. We have provided the highest quality early childhood education to local children for decades, teaching our youngest citizens confidence, independence, and empathy. CHCP recently moved into a new, state-of-the-art child care facility that is conveniently located to UNC Hospitals and 15-501. Fully enrolled, CHCP fosters learning and development for roughly 100 young people. Today CHCP seeks a new Executive Director, who can further our mission: to partner with families of children from diverse backgrounds to respect and honor childhood, celebrate independence, and support children as they learn and grow through play.

Human Resources Manager, CAHEC: Community Affordable Housing Equity Corporation (CAHEC) is currently seeking candidates for a Manager, Human Resources. The Manager,

Human Resources manages and supports certain aspects of CAHEC's human resource functions supportive of a professional corporate culture and work environment that reinforces the mission, goals, and objectives of CAHEC. The position supports certain human resource functions such as recruiting, benefits administration, employee relations, developing policies, and interpreting employment laws. The position requires adherence to the highest degree of professional standards and strict confidentiality with regard to employee and company information. The position reports to the Vice President, Finance & Operations. The Fair Labor Standards Act classification for this position is exempt.

Operations and Administrative Coordinator, SEEDS NC (Attached): The Operations and Administrative Coordinator will be responsible for the proper functioning and maintenance of the 4,000-square foot facility and office. They will be a welcoming presence at the front desk, directing calls and visitors to the proper place/person. They will report to the Executive Director.

Director of Development, SEEDS NC: The Director of Development is responsible for the overall strategy of fundraising and its activities at SEEDS. SEEDS is supported annually through a combination of individual donors, private and public foundations, fundraising events, and corporations and businesses. Grant writing currently supports 40% of SEEDS' overall annual fundraising efforts. This position will be responsible for seeking out grants, writing grants, crafting messaging and narratives about our work and impact, soliciting individual and corporate donations, planning two annual fundraising events, working with the program team to develop meaningful impacts for donor relations and support, managing the donor database, and crafting of messaging and fundraising communications. This person also manages and works collaboratively with the Executive Director to direct the fundraising strategy for SEEDS and ensure long-term financial sustainability. They report to the Executive Director.

Associate Director, The Hispanic Liaison: EVH seeks a talented and highly motivated Associate Director to help establish and lead our new satellite office in Sanford, Lee County, scheduled to open in early 2021. The ability to speak, read, and write fluently in English and Spanish is required. This position reports to and works closely with the Executive Director.

Senior Project Coordinator, RTI: RTI is currently accepting applications for the position of a Senior Project Coordinator to support our work in governance and youth economic opportunities. Working closely with other project management team members, the Senior Project Coordinator (PC) provides operational and coordination support to projects and project management teams within RTI's GYEO Division. The PC liaises with the client, home and field offices, subcontractors, and consultants to support timely and high-quality work conducted for programs under implementation. They add value by developing and implementing administrative systems which adhere to RTI and Client protocols (GYEO clients include USAID, DFAT and DFID). Additionally, the PC provides targeted support to new business opportunities in accordance with RTI's and GYEO's strategic vision.

Program Director, Girl Scouts – North Carolina Coastal Pines: The Program Director will manage all aspects of Girl Scout programming such as: Plans, develops, administers, and evaluates new and existing programs for assigned grade-level Girl Scout members and/or program focus areas (i.e., STEM, leadership, healthy living, etc.). Acts as the council's expert and primary resource for an assigned grade level in the National Program Portfolio. Plans marketing strategies to ensure the increased participation of Girl Scout members and non-Girl Scout members in events and program initiatives. Develops and maintains a risk management plan for all program operations, and ensures compliance with all safety standards and policies are followed in accordance with GSUSA and state and local laws and health regulations. Demonstrates sound fiduciary oversight and prepares and oversees budgets (including grant programs) while ensuring that programs are cost effective.

Program Assistant, Center for Environmental Farming Systems: The Center for Environmental Farming Systems (CEFS) is seeking a Program Assistant to support the Community Food Strategies and NC Local Food Councils (NCLFC) initiatives. This position will support both the general business functions of the initiatives as well as offer program and logistics support. Superior organizational, communication, and time management skills, attention to detail, excellent follow-through, and ability to think on your feet are vital to success in this position. Experience in a busy office setting is preferred, as well as experience in an agriculture-related field.

Membership Engagement Coordinator, NC Alliance for Health: The Membership Engagement Coordinator will be responsible for working in coordination with NCAH's Executive Director and Programs Manager to develop and implement NCAH's membership engagement strategy.

Deputy Program Director, MedServe: MedServe is the AmeriCorps grantee for this program; we oversee the program's long-term vision, recruit and hire a cohort of talented recent college graduates who serve for two years to provide direct service in primary care clinics and their communities. The Deputy Program Director (DPD) is responsible for supervising one Program Coordinator and managing the vision and success of key service lines within MedServe's AmeriCorps program.

Program Lead, Jacaranda Health: We are seeking our organization's first Program Lead who can collaborate with the Executive Director to steer the COVID Moms Helpline forward and help us reach more mothers through a combination of project management, team coordination, design, and creative analytics. This will begin as a 6-9 month grant funded contract, with hopefully the opportunity to extend and grow beyond that period. We are looking for someone who is first and foremost an amazing project and team coordinator.

Executive Director, PORCH Chapel Hill-Carrboro: The Executive Director, reporting to the Board of Directors, will have primary responsibility for managing the organization's day-to-day activities and operations and will work closely with the Board of Directors to develop strategy and to ensure the organization's goals and mission are achieved. The Executive Director is the public face of PORCH and is responsible for building awareness

of PORCH in the communities which PORCH serves and is responsible for the management of the organization, fundraising and new business development strategy.

Human Resources and Office Manager, Carolina Small Business Development Fund:

Under the general supervision of the CFO, manages human resource function and performs a variety of technical accounting support functions including payroll, enters data, processes technical and accounting documents. Works with CFO to develop, implement and review human resource policies., and performs a variety of administrative and human resources support duties; performs related work as assigned. Under the general supervision of the President/CEO, manages employee relations and works as a team with CEO and Director of Marketing and Communications to establish internal communications plan.

Business Solutions Officer, Carolina Small Business Development Fund: The Business Solutions Officer position is responsible for providing lending and business assistance services to current and aspiring entrepreneurs. The position is under the general supervision of the Vice President of Business Solutions, but the incumbent(s) are expected to be able to work independently and take the necessary initiative to sustain and grow the organization's lending portfolio.

Director of Donor Engagement, Stop Soldier Suicide: Reporting to the Chief Growth Officer, the Director of Donor Engagement is responsible for building an aggressive development program that engages its current donor base, attracts new partners, and builds capacity to fuel the mission. The Director will establish and expand a pipeline of donors consisting of corporate, small business, private foundation, and individual relationships to drive revenue growth and retention. This frontline fundraiser will propel fundraising growth by leading the development team and working in collaboration with leadership, marketing, and programs.

Bilingual Homeownership Counselor, DHIC: The Homeownership Counselor (HOC) provides the full range of services that DHIC offers in its Homeownership Center to families seeking to purchase their first home. This work involves conducting homebuyer education and counseling services. The Homeownership Counselor may also conduct lending functions such as processing, underwriting and packaging. Work will also involve administering the scheduling, customer tracking, filing, and reporting and follow-up systems.

Senior Division Administrator, Duke University: The Senior Division Administrator (DA) serves as the operational advisor to the Division Director(s). The primary responsibilities of this position are to generate and interpret strategic information and provide management oversight for all Division resources. This role is responsible to provide and manage the administrative infrastructure for faculty, staff and trainees. These responsibilities cover each of the Division's primary missions of clinical care, research and education. The DA is responsible for all administrative operations of the Division as described below. The position reports directly to the Division Director(s) and to the Chief Administrator in the Department of Psychiatry and Behavioral Sciences.

Director of Policy & Advocacy, ACLU: The American Civil Liberties Union of North Carolina (ACLU-NC) seeks to hire an experienced Director of Policy & Advocacy to join our senior leadership team, working out of our office in Raleigh. We are looking for a creative and dynamic team player with deep policy and advocacy experience who can build an expansive advocacy infrastructure and advance ACLU-NC's strategic priorities.

Development Director, NC League of Conservation Voters: The North Carolina League of Conservation Voters (NCLCV) is a statewide advocacy and political organization, working to protect North Carolina's environment and communities for over 50 years by holding public officials accountable for enacting policies that protect the health of our citizens and our environment. NCLCV's mission is to advocate for sound environmental policies and elect pro-environmental candidates who will champion strong environmental protections, and who understand that North Carolina's unique natural environment plays an integral role in our economy and quality of life. The Development Director develops and implements the overall strategy of NCLCV's fundraising programs, leads staff, and works with the Board of Directors to fulfill the organization's fundraising goals in support NCLCV's short term and long term organizational goals.

Grants Management Coordinator, Food Bank of Central & Eastern NC, Raleigh NC: The position of Grants Management Coordinator is the point person for all post-award grant requirements for ~100 annual program grants and five federal reimbursement programs. Post-award activities under this position include internal award announcements, ensuring funder stewardship requirements are met, monitoring program metrics, tracking/approving/reporting grant expenditures, and serving as an expert on grant restrictions/requirements.

Family Connect International, FCI State Project Lead, Oregon: The State Project Lead position oversees all aspects of dissemination, implementation, and actualization of the Family Connects Model for the entire state once inaugural contracts are executed. Work Performed includes providing leadership, mentorship, coordination and operational management of Oregon Cross-Functional Team including community alignment, implementation/certification, data and training. Coordinating training/TA for OHA staff on aspects of the FC model. Serve as lead point of contact to Oregon Health Authority Family Connects Oregon team. Monitor implementation and community alignment progress and identify and troubleshoot barriers across FC Oregon sites. Addressing structural challenges with OHA when necessary in conjunction with the implementation team. Consultation with Oregon Health Authority on public funding mechanisms, legislative vehicles and program rules.

Vice President, Marketing and Communications, Self-Help: The VP leads the planning, coordination and implementation of strategic communications and marketing programs to increase awareness and support for Self-Help's work among internal and external audiences. The VP manages three directors and a high performing national team that provides the full range of communication services.

Commercial Lending Program Associate, Self-Help: Self-Help is seeking a Program Associate for our Charter School Facilities program to assist with our continuing growth in this area. The Program Associate – Charter Schools will manage the day to day responsibilities associated with our Charter School Facilities lending program including overseeing assigned projects, monitoring and streamlining the workflow of lending activities, and completing tasks/projects needed to achieve the strategies designed to support the creation of more high-quality charter schools serving low-income, minority, and rural students.

Director of Philanthropy, CapDev: The Director of Philanthropy will be responsible for managing the strategic direction and tactical implementation of a comprehensive fundraising program with individual, corporate, and foundation objectives. This new position will work closely with the President & CEO and myFutureNC's Board of Directors in building a diverse set of donor prospects across North Carolina and nationally.

Senior Policy Analyst - Early Learning, The Hunt Institute: The Hunt Institute's Senior Policy Analyst – Early Learning will work in close collaboration with The Hunt Institute's Director of Early Learning and leadership team to support and expand The Institute's policy work and programming related to early childhood. The Senior Policy Analyst – Early Childhood will serve as a content area resource to state policymakers and a key project manager for early childhood convenings/summits and other policymaker convenings, which includes, designing and executing agendas, identifying and preparing speakers, developing materials, and managing associated project timelines.

### *Nationwide*

Program Manager, The Phoenix: The Phoenix is seeking an experienced and motivated individual to manage the launch and ongoing operations of a Phoenix program in Detroit, Michigan. The primary role of the Program Manager will be to build a calendar of Phoenix programs by activating and supporting volunteers, partner organizations, and donors. This position will also be responsible for operations, fundraising efforts, and spearheading of community relations efforts to maximize Phoenix's impact in Detroit. Excellent social skills and the ability to connect with partner organizations, donors, participants, and the general public are essential. The ideal candidate will have leadership experience and ability to instruct in one or more athletic disciplines such as group fitness, rock climbing, yoga, hiking, cycling, running, surfing, or boxing. The Phoenix is a dynamic, creative and fast-paced environment requiring employees to be flexible and adaptable to ever-changing situations. A strong connection to The Phoenix mission and commitment to leading by example are critical to this position; preference will be given to those with personal experience in recovery from alcohol or a substance use disorder.

Director, Thought Leadership, Habitat for Humanity International: Habitat for Humanity (HFHI) is currently seeking an experienced Thought Leadership Director to join our Communications team to assist in developing and implementing Habitat for

Humanity International's thought leadership strategy, in line with the organization's strategic goal to serve as a leading voice in growing awareness of housing as a critical foundation for eliminating barriers to a better, healthier, more financially stable life.

Finance and Administration Coordinator, Christian Connections for International Health: The Finance & Administration Coordinator serves as staff for CCIH grants focused on maternal, newborn and child health(MNCH) and family planning (FP) in several countries on USAID-funded grants. This is a full-time position. The primary responsibilities of the F&A Coordinator include, but are not limited to: monthly, quarterly and annual budget reporting, administering the project management system (Asana), drafting and maintaining contracts/subawards with partners, and ensuring compliance with rules and regulations of donors funds.

Fiscal and Administrative Coordinator, University of Virginia: Administrative support for pre- and post-grant awards, including form creation and submission, correspondence, and follow-up, preparation of budget application submissions, execution of grant award documents. Serves as subject matter expert for fiscal and grant functions, ensures compliance with policies and funding requirements. Manages fiscal processing including oversight of accounts receivable and accounts payable. Prepares monthly reconciliations for multiple fund sources. Coordinates and monitors grant and gift procedures to include monthly and quarterly cost share reporting, budget review and modification requests, compliance with grant and gift requirements and providing Executive Director with up-to-date guidance from partners including the Office of Sponsored Programs and AmeriCorps.

Executive Director, Missouri Coalition for the Environment: The Executive Director (ED) is a full-time, exempt, permanent position responsible for the overall management of the Missouri Coalition for the Environment, a successful, fifty-year old 501(c)3 organization working to advance the right of every person to clean air, clean water, clean energy, and healthy food while striving to mitigate racial and environmental injustice. Reporting directly to the Board of Directors (BOD), the ED coordinates all institutional development and planning processes, with administrative responsibility for programs, activities, and staff. The ED stewards all organizational efforts and resources toward accomplishment of its mission, the health and protection of Missouri's people and their environment through legal action, education, and advocacy.

Associate Director of Legislative Affairs, The Good Food Institute: In this role, you will have the opportunity to promote a healthy, sustainable, and just food system. You will be responsible for managing GFI's legislative initiatives/team and using state/federal legislation to remove hurdles and leverage resources to promote progress on alternative proteins.

Vice President for Organizing and Policy, Common Justice: A newly created role, the Vice President for Organizing and Policy (VP) is responsible for developing and leading this healing equity movement-building dimension of Common Justice's work. Through both on-the-ground organizing and strategy development that is deeply connected to the needs of people impacted by violence, the VP drives the effort to ensure that people of

color have the power and capacity to ensure healing equity, and that systems and structures act in support of every community's inherent right to heal.

## **Private Sector**

### ***Nationwide***

Senior Associate, Freedman Consulting: Freedman Consulting, LLC, is hiring a **Senior Associate** to provide strategic and policy planning, lead research processes, and develop written deliverables for firm clients on a broad portfolio of issues focused on innovations and impacts for the greater social good. Freedman Consulting, LLC, located in Washington, DC\*, offers strategic consulting services to foundations, nonprofit organizations, and philanthropic coalitions, partnering with many of the leading philanthropic funders in the country. Examples of our portfolio include: strategic planning and issue landscaping for major foundations, campaign advising and coordination for public interest coalitions, and policy development in high-profile advocacy and political campaigns.

Capture Manager, Long Capture: Long Capture & Contract Management (LCCM) is a government contract consulting firm laser-focused on capturing research and development contracts for cutting edge commercial technology through the Small Business Innovative Research (SBIR) program and other Department of Defense (DoD) programs. The federal government is the single largest purchaser of goods and services in the world, but the way the federal government conducts business is far different than the private sector. The solicitation procedures, evaluation processes, and terms and conditions are complex, confusing, and often times frustrating. Through training, consulting, webinars, and events, our team of Air Force Veteran consultants leverages billions of dollars of federal acquisition experience to demystify the acquisitions process and capture millions in government funding for our clients while delivering world-class technology to the warfighter.

Manager, State & Local Government Affairs, Yum!: The Manager, State & Local Government Affairs will represent and advance Yum! Brands' government affairs agenda before state and local elected officials that will benefit our franchisees and corporate locations and create shareholder value. Roles will include: Develop, implement and execute legislative and regulatory strategic plan in support of the Yum! Brands' state and local policy agenda. Work closely with functional leaders and franchisees to identify state and local policy priorities; develop, write and deliver Yum! business priorities and issue positions in clear messaging to state and local governments. Manage outside legislative consultants and industry trade association memberships to advance Yum!'s legislative and regulatory agenda before state and local governments. Successfully leverage corporate social responsibility and other public relations initiatives with elected officials to help support and strengthen Yum!'s reputation.