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## Job Announcement: Executive Director

### **Position Description**

The Executive Director is the key management leader of Challenging Racism and is responsible for supporting and guiding the organization's work in alignment with Challenging Racism's Vision and Mission as defined by the Board of Directors.

The Executive Director oversees the administration, programs, strategic plan, and staff of the organization. The Executive Director leads the organization's outreach, budgeting, fundraising, and marketing activities, drawing upon external and internal resources as needed. The position reports directly to the Board of Directors.

### **GENERAL RESPONSIBILITIES**

#### **A. Mission and Strategy:**

- Represents Challenging Racism through active, visible participation and close collaboration with appropriate professional, government, civic, private, and philanthropic organizations, in collaboration with the External Affairs committee to achieve the mission of the organization.
- Provides oversight and primary responsibility for the quality, accuracy, and efficacy of the Challenging Racism curriculum and programs.
- Provides ongoing evaluation of programs in collaboration with the Internal Affairs Committee, and ensures that the implementation of Challenging Racism's programs is efficient, effective, and achieves the organization's mission:
  - Gauges response to public programs, such as *Getting Started* and *Learning How*, to ensure a high standard of content delivery, customer satisfaction and contract fulfillment.
  - Makes recommendations for new program content to be developed, or existing content to be re-packaged to meet a specific topic or need, and implements a strategy and timeline for its development, in collaboration with Facilitators, curriculum development contractors, and in consultation with Board of Directors. When a staff person is hired to coordinate facilitation and curriculum development, this responsibility will shift to the coordinator, under the supervision of the Executive Director.



- Oversees marketing, public relations, and fundraising strategy and ensures appropriate creation and distribution of all materials, in collaboration with the External Affairs' Fundraising Committee.
- Takes the lead on strategic planning and establishes metrics to measure how well the organization is achieving its goals. Shares metrics with the Board of Directors.

***B. Organization Operations:***

- The Executive Director is responsible for overseeing and communicating with the people who compose the organization – the staff, facilitators, board, volunteers, alumni, funders, and clients:
  - Provides oversight to all staff members and contractors and establishes a respectful, pleasant, and positive work environment, where everyone feels valued and empowered to achieve the strategic goals of the organization.
  - The Executive Director provides day-to-day management of all staff. The Executive Director will establish procedures for face-to-face communication with facilitators and staff on a regular basis.
  - Until a staff member to coordinate curriculum and facilitation is hired, the Executive Director will schedule facilitators, classes, workshops, and regular reviews of the curriculum.
  - Provides an annual review of all Board policies and practices for all employees and volunteers of the organization.
  - Administers employee performance reviews six months after hire and at least annually.
  - Establishes and continually improves positive, informative, and regular communications with Challenging Racism facilitators, alumni, funders and clients.
- The Executive Director is responsible for the programs and products, both educational and operational, created and implemented by the organization:
  - Collaborates closely with the Operations Manager and the Governance Committee in implementing operations standards, processes, and procedures.



- In conjunction with the Internal Affairs committee, creates metrics and assessments to measure the satisfaction and opinions of staff, contractors, and clients with the work of Challenging Racism.
- Oversees and gauges adherence to the mission and goals of the organization.
- Implements activities that generate appropriate resources per the Board-adopted annual budget.
- Ensures that key Strategic Plan performance goals are achieved.
- Monitors fundraising and budget goals to ensure annual goals are met.
- Ensures that all organizational materials, printed and online, are aligned with the organizational mission and are accurate:
  - Initiates/updates annual communications plan, including regular electronic newsletter creation and distribution schedule in collaboration with Operations Manager and Continued leaders.
  - Approves all advertising and communications to ensure they comply with the overall branding, values and principles of the organization.
  - Initiates annual review of website, in collaboration with the Operations Manager and Internal Affairs committee, to ensure fundraising/donor campaigns and other events are supported and planned, and to ensure that the website is meeting the needs of the organization.
  - Regular monitoring of social media messaging, such as Facebook and Twitter, to ensure the communications comply with our brand, strategic direction, and values.
  - Until a staff member to coordinate curriculum and facilitation is hired, gather an annual group of facilitators to review and update the curriculum on a regular basis. Once a curriculum and facilitation staff member is hired, that position will take the lead to ensure the updates to curriculum are accomplished at least every three years. The Executive Director has primary responsibility for the quality and accuracy of the materials presented by Challenging Racism in classes, community programs, and online.
  - Until a staff member to coordinate curriculum and facilitation is hired, ensure that facilitators receive ongoing training, as per the Board's facilitation policy.



### ***C. Financial Performance and Viability:***

- Ensures the fiscal integrity of Challenging Racism in collaboration with the Board Treasurer and the Internal Affairs Committee:
  - Creates a proposed annual budget for Board consideration and careful, ongoing monitoring of the financial condition of the organization, in coordination with the Board Treasurer.
  - Works with the Bookkeeper (contracted) to track spending and ensure adherence to the budget throughout the year, and to prepare the Profit & Loss Statement and Balance Sheet on a monthly basis and include them as part of the Board packet.
  - Enforces compliance with reimbursement and spending policies by staff and contractors and signs off on all expenditures in accordance with adopted Board policies.
  - Raises issues related to revenue, spending and other matters to the Treasurer and Board Chair in a timely manner for Board consideration.
  - Works with the Bookkeeper (contracted) to ensure timely and accurate filing of all necessary tax documents at the end of the calendar year.
- Develops and executes an annual fundraising plan in collaboration with the Fundraising Committee (a subcommittee of the External Affairs Committee), staff and the Board of Directors:
  - Plans for sufficient resources, per the Board-adopted budget, to ensure the overall financial health of the organization.
  - Initiates, plans, and executes activities that generate resources, including following up on contract leads, pitching the organization's services and programs to prospective clients, grant-writing, and direct solicitation of funds.
- Approves all contracts for Challenging Racism programs and employment offers, including part-time facilitators, in collaboration with the Attorney (contractor) and Operations Coordinator:
  - Ensures all existing contracts are reviewed, renewed, and re-signed as appropriate, and at least annually.
  - Works with the Attorney to standardize contracts and develop/update program contract templates for general use.



- Coordinates with the Operations Coordinator to ensure all contract provisions in terms of payment frequency, invoicing, and reimbursement requirements are met.
- Provides signed contracts to the Operations Coordinator for filing with the organization's permanent records.

**D. Board Governance:**

- Works closely with the Board Chair to propose a Board agenda and develop an information packet for Board meetings.
- Manages communications with the Board of Directors and provides timely, accurate information necessary for the Board to function properly and to make informed decisions. This includes a monthly report, a six-month personal progress evaluation against this description, and a state of the organization assessment related to the Strategic Plan. This assessment should accompany the budget proposal in February and in September (at the end of the organization's fiscal year).
- Provides staff support to the Board's Committees: Continued (Alumni Committee), External Affairs, Governance, Internal Affairs, and any ad hoc committees formed by the Board of Directors.