

Executive Director NCBI Rochester

This position is half-time and requires scheduling flexibility

Organizational Overview

The National Coalition Building Institute of Rochester, NY, Inc. (NCBI Rochester) is a not-for-profit 501(c)(3) corporation affiliated with NCBI International, whose mission is to eliminate racism and all forms of oppression and discrimination. NCBI International has chapters in the U.S., South America and Europe, and college affiliates across the U.S. Established in 1988, NCBI Rochester creates vital collaborations with not-for-profit, public, business, and community organizations through-out Western New York.

NCBI works from the premise that people are more open to dialogue when they feel valued and appreciated, not when they are made to feel guilty. As an organization, we are skilled in creating a climate where everyone and every group are welcomed as vital contributors to the issues before us. Such an approach is also useful from an organizational perspective, whether questioning prevailing norms and beliefs or challenging oppressive systems.

Job Summary

The Executive Director reports to the Board of Directors and is responsible for the overall management, operation, and well-being of NCBI Rochester. The Executive Director oversees a large, dedicated volunteer base. In partnership with and support from the Board of Directors, the Executive Director will:

- a. Champion the development and implementation of organization mission and goals.
- b. Oversee organizational strategic plan.
- c. Responsible for the organization's financial management.
- d. Lead external community relations and enhance public awareness and education.
- e. Provide visionary leadership and direction to NCBI volunteers toward the achievement of our mission and vision.
- f. This position is half-time and requires scheduling flexibility.
- g. The salary range is expected to be \$35,000 - \$40,000, based upon experience.
- h. The anticipated start date for this position is June 1, 2021.

Essential Duties and Responsibilities

Organization Operations

- Provides leadership to support overall organization operations, including developing, administering, and evaluating new and existing programs and curriculum.
- Fulfills the organization's mission and attainment of long and short-term goals.
- Evaluates organization structure and develops necessary plans for continual improvement.
- Directly manages organization volunteers and personnel as staff comes on Board.
- Co-facilitates programs as part of a diverse team.
- Promotes an environment where staff and volunteers are respected and valued.

Strategic Planning and Board Support

- Provides information, advice, and counsel to the Board, its Chair and Committees to assist them in supporting and carrying out the organization's strategic direction.
- Partners with the NCBI Board of Directors in developing and implementing strategic goals and evaluating progress in meeting those goals including annual and other updates as requested.
- Provides overall leadership to NCBI team members to develop and implement plans, programs, policies, procedures and other activities.
- Maintains a working knowledge of significant developments and trends in the field of diversity, equity, and inclusion leadership.

- Supports all Board of Directors' activities, including Board and Committee meeting schedules, locations, creation of agendas, materials, and other duties assigned by the Board.

Financial Stewardship

- Assumes responsibility for the organization's financial management, interfacing with Board Treasurer, Audit and Finance Committee members.
- Provides financial reports to the Board.
- Expands the organization's capacity for diverse fundraising and grant acquisition, and cultivates key relationships with individuals, organizations and funding sources.
- Secures and oversees contracts and grants and other strategies for increasing revenue.
- Ensures compliance with federal and state laws and regulations.

Community Relations and Public Education

- Ensures the organization's mission and vision are consistently presented to the community.
- Develops and sustains a strong communication plan that positions NCBI as a vital part of a vibrantly diverse, inclusive and equitable community.
- Establishes sound working relationships with community leaders, groups, organizations, media, press events and marketing sources.
- Serves as spokesperson for promoting the organization to the public at large.
- Ensures fair management of staff and volunteers through oversight, training and development opportunities.
- Completes all job functions in an ethically and culturally responsive manner.

Qualifications

Required

- Bachelor's degree in Sociology, Women/Minority Studies, Psychology, Public Administration, Social Work, or related field and/or equivalent work experience.
- Progressively responsible positions within a non-profit or business environment, ideally 7-10 years' experience, including supervision and a minimum of two years of management experience.
- Strategic planning experience in a non-profit/academic or business setting.
- Confirmed success in fundraising, including major gift cultivation and solicitation.
- Demonstrated leadership in Diversity, Equity and Inclusion.
- Proven success working with a large volunteer base.
- Availability to work flexible schedule as dictated by client need.
- Excellent verbal and written communications in public, non-profit, or corporate settings.
- Commitment to develop and inspire people in keeping with NCBI principles and value statements.
- Ability to maintain discretion and confidentiality.

Preferred

- Master's Degree or higher in fields described above
- Experience working with state and local government agencies in securing and administering public contracts and grants.

To Apply

Please send your cover letter, resume, and contact information for three professional references by close of business April 5, 2021, to: maryjane.ncbi@gmail.com

NCBI Rochester is an equal opportunity workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.