

Community Justice Center Executive Director

Salary

\$110,000.00 - \$130,000.00 annually plus benefits

Job Description

The Executive Director is responsible for leading the first-of-its-kind New Hanover County Community Justice Center (CJC) and reports directly to the 12-member Board of Directors. This position will require strong leadership and flexibility in a rapidly growing nonprofit. The Executive Director is not only responsible for the four full-time CJC employees, but collaborating with over two dozen employees of the law enforcement agencies and nonprofits that work under-roof. Building a strong future for the CJC will require forming deep community ties with area leaders and solidifying both awareness of and financial support for the CJC while adhering to our long-term strategic plan.

The new Executive Director will work closely with the current CEO and CJC partners in a phased transition to ensure continuity of leadership. The next leader will need to embody visionary leadership, with a mastery of strategic planning, financial stewardship, coalition building, public speaking, and community advocacy.

This position is a unique opportunity to shape and lead one of North Carolina's most collaborative and innovative responses to family and youth violence. Our organization is poised to become a novel and exceptional national model for justice department and nonprofit coordination, and we need an exceptional leader at its head.

Statement of Duties

The three primary duties of this position are Strategic Development, Partnership Building, and Management.

Strategic Development

The Executive Director will bring the CJC in line with the recently finalized strategic plan and lay a solid foundation for the growth of the nonprofit by hiring several new staff members and allocating resources as necessary to facilitate the success of the organization.

Strong candidates will be able to rapidly develop, or already have, deep ties to local community leaders throughout the government, nonprofit, and business sectors, and the ability to leverage these connections to ensure continued community commitment to the CJC and financial support for the organization. Fundraising will be key to solidifying the organizational future of the CJC; thus, ideal candidates will also have fundraising experience in the private and public sectors, such as major donor and corporate partnership cultivation, grant writing experience, and experience securing government funding.

The Executive Director will also be responsible for formulating long-term organizational financial plans and establishing and ensuring the implementation of financial policies, fiscal reporting, and financial accountability. The Executive Director is expected to stay current on all financial, reporting, and accounting issues that affect the budget, audits, IRS 990 forms, and reporting to funding sources.

Partnership Building

In a partnership fostering capacity, the Executive Director will collaborate closely with internal CJC government agencies and nonprofits as well as external partners to follow through on existing initiatives and coordinate new ones, including facilitation and coordination of related boards, work groups, and committees.

At its core, the CJC is a collaborative endeavor. It is essential that a new Executive Director is able to facilitate deep and mutually beneficial connections between the CJC, government agencies, partner nonprofits, and external organizations. All partnerships should support survivors of trauma and their families as well as prevent and reduce family and youth violence in our community.

Management

The Executive Director is in charge of all CJC staff and will conduct regular meetings and conduct staff reviews to ensure alignment with agency goals. The CJC co-locates government agencies, non-profit partners, and their services in a safe and collaborative environment. The Executive Director, in close collaboration with the CJC's Operations Director, will be responsible for operational oversight of this multi-agency team of justice department and nonprofit partners, providing comprehensive and coordinated services to victims of family and youth violence to maintain consistency with the CJC's strategic plan and ensure high-quality, trauma-informed services.

In their role, the Executive Director will administer the personnel policies approved by the Board of Directors and communicate regularly with the Board of Directors and Partners to establish continuity and clarity in policy formulation and implementation for the effective operation of the agency. The Executive Director will also ensure that the operations of the

organization conform to established policies, by-laws, and charter, and see that the organization abides by federal, state, and local laws that affect the operation.

Experience

Requirements

- Graduation from a four-year undergraduate institution.
- At least ten years of work experience in progressive leadership roles.
- Previous experience working with justice officials, law enforcement officers, or non-profit partners. Ideal candidates will have experience working with all three.

Preferred Experience

- Master's degree, Juris Doctorate, or advanced degree.
- Previous experience working with justice officials and law enforcement officers, as well as non-profit partners.
- Previous leadership role in a corporate, non-profit, or government agency, preferably as a supervisor or CEO.
- Public and private sector fundraising experience, including appearing before government boards and grant writing.
- Knowledge of trauma-informed and victim-centered services and experience working in behavioral health services.
- Experience working directly with victims of violent crime in a professional capacity.

Application Process

- Interested candidates should provide the following in a single email to info@nhccjc.org
 - A one-page cover letter
 - A CV or resume
 - Contact information for three professional references (make sure to let them know that we will be reaching out)
- After July 1, qualified candidates will be invited to in-person interviews by a panel of agency heads and CJC board members.