

NATIONAL BLACK JUSTICE COALITION
Executive Director Search Announcement
Application Deadline: June 9, 2017



I. About the Organization – Mission, Vision, and Scope

National Black Justice Coalition (NBJC) is a civil rights organization dedicated to the empowerment of Black lesbian, gay, bisexual, transgender and queer (LGBTQ) people, including people living with HIV/AIDS. NBJC's mission is to end racism, homophobia, and LGBTQ bias and stigma. As America's leading national Black LGBTQ civil rights organization focused on federal public policy, NBJC has accepted the charge to lead Black families in strengthening the bonds and bridging the gaps between the movements for racial justice and LGBTQ equality.

II. About the Position

The Executive Director of National Black Justice Coalition (NBJC) creates and executes a vision for the organization, setting the tone for the nation on intersectional issues of racial justice and LGBTQ equality. The Executive Director is the voice and advocate for NBJC and will steer the organization towards success in achieving its mission of ending racism, homophobia, and LGBTQ bias and stigma. The Executive Director will grow and evolve programs and operations of the organization, provide leadership and strategic vision for staff, collaborate with the CEO and Board to financially support the work through fundraising, and develop and cultivate professional relations.

The Executive Director of NBJC reports directly to the Chief Executive Officer and is accountable to the Board through the CEO. The Executive Director will work in partnership with the Board of Directors to guide and develop the advocacy agenda, programs and projects of NBJC to set the agenda for racial justice and LGBTQ-equality advocacy and equity across the country.

III. Essential Responsibilities and Functions

Organizational Development

- With the CEO, enable the Board to fulfill its governance function and facilitate the optimum interaction between management and the Board
- Hire and manage staff, including the implementation and ongoing revision of personnel policies approved by the Board and managing performance review process
- Work with the CEO and Board to create and implement the organization's strategic plan with a focus on identifying, developing and implementing measureable objectives, strategies, budgets, funding strategies and timelines
- Maintain a nurturing and supportive work climate that attracts, keeps, and motivates top-quality people — both professional and volunteer

Fundraising and External Relations/Communications

- Oversee dynamic marketing and fund raising programs to inform the general public, and civic and social organizations about NBJC.
- Be an articulate, passionate and visible spokesperson for the organization
- In collaboration with the development team and Board committee, build and maintain strong, long-term relationships and partnerships with current and prospective key donors, community leaders, volunteers and other organizational partners
- Lead fundraising efforts (including support of the Board's involvement in fundraising); personally cultivate and solicit donors; and develop and implement fundraising plans and policies approved by the Board

Financial and Operational Management

- Oversee financial management of the organization to ensure steady progress toward goals, achievement of the mission, and that proper allocation reflects present and future potential

- Identify and create relationships with potential sponsors, and advertisers, and create and foster relationships with entities who will participate in the success of NBJC
- Conduct multiyear financial analyses, analyze trends, and engage the Board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves

Program Development and Service Delivery

- Administer, supervise, and evaluate all programs and personnel within the framework of established policies.
- Ensure that all programs and services operate at the highest level of excellence and align with best practices in the industry, and identify opportunities for expansion, replication and leverage to increase impact.
- Ensure that goals and objectives from strategic plan are adopted and that NBJC achieves its mission in an appropriate and timely manner
- Formulate and administer all major policies and procedures in collaboration with the CEO and Board

IV. Qualifications

Essential qualifications include:

- Significant knowledge of the national political, social and cultural landscape, the LGBTQ community, the African American civil rights community, and the issues that currently affect the diverse constituencies of the NBJC
- Ability to work with a Board of diverse individuals and taking direction from the Board
- Ability to exercise leadership skills ranging from task management to strategic leadership
- Strong writing skills, including the ability to compose clear and concise written correspondence and e-mails as well as reports to accomplish work
- Excellent interpersonal skills that are reflected in an ability to interact professionally with all levels of Board, key stakeholders, staff, and volunteers, as well as executives from professional organizations and diverse constituents in the community
- Excellent oral presentation skills
- Bachelor's degree, preferably Master's degree, or equivalent nonprofit or organizational management, or related fields
- Willingness to relocate to oversee daily operations of our Headquarters Office (Currently in Washington D.C.)

V. Compensation and Benefits

This a full-time, exempt position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

VI. How to Apply

National Black Justice Coalition has retained Morten Group to conduct this search. Applicants should email a cover letter and resume in PDF format to Vince Pagán at vince@mortengroup.com with subject line "**NBJC – Executive Director Search.**" Cover letters will be evaluated as a writing sample and should include the applicant's salary history.

Application materials must be directed to the email address above. No phone calls, please. Note that due to the number of applications we receive, we will only respond to those candidates whom we would like to invite to interview for the position.

National Black Justice Coalition is an equal opportunity employer and is committed to a culture of diversity, equity, and inclusion. People of color are strongly encouraged to apply.