



Executive Director Position Description

Compass Center, based in Chapel Hill, North Carolina, seeks an experienced professional to join its team as full-time Executive Director. Compass Center is a non-profit organization primarily serving Orange County, North Carolina whose mission is to help all people navigate their journey to self-sufficiency, safety, and health. We empower individuals and promote equal access to opportunity regardless of gender or economic status. Our services include career and financial education, domestic violence crisis and prevention programs, assistance with legal resources, and youth health programs. Compass Center envisions a safe and equitable society in which all individuals and families thrive.

Established in 2012, Compass Center is the result of the successful merger of The Women's Center (established in 1979) and the Family Violence Prevention Center (established in 2000). The Executive Director oversees an annual budget of about \$2 million with 25 staff members and more than 200 volunteers. More than 6,000 clients are served annually through our programming.

The Executive Director reports directly to a Board of Directors who actively manage a number of committees that support the work of the Executive Director and the organization.

Position Summary

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director will lead organizational strategy as Compass Center continues to evolve after several years of significant growth. Key focus areas will include supporting racial equity-focused work internally and externally to promote Compass Center's goal of being a truly anti-racist organization, formalizing a new and permanent hybrid model of staff working both in-office and working from home, and growing our Self-Sufficiency and Community Education programs. The position requires a highly organized team leader who takes initiative, builds lasting community bonds, and has strong operational and planning skills.

Compass Center recently completed a capital campaign for Safe Homes, a new scattered-site emergency housing program for survivors of domestic violence and their children, and has begun offering emergency housing for survivors in Orange County, the first time this has been available in nearly 30 years. The new Executive Director will be building on this success and continue to further develop the organization's significant annual fundraising activities benefitting all programming.

Primary Duties and Responsibilities

The Executive Director performs/oversees the following:

Leadership

- Oversee the efficient and effective day-to-day operation of the organization.
- Represent the organization to community leaders and at community activities to enhance the organization's profile and gain financial and programmatic support.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.

Operational Planning and Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the agency has a strong set of policies and procedures to guide its work that are followed consistently, reviewed routinely, and are consistent with the needs of the organization and funders.
- Establish a positive, healthy and safe work environment.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the delivery of the programs and services of the organization to assess effectiveness, quality, and quantity.

Fundraising and Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Cultivate and solicit major and planned gifts, and develop strategic relationships with key foundations, corporations, individuals, and community organizations.
- Work in conjunction with the Development Director and Development committee to ensure strong and consistent donor engagement and stewardship.
- Oversee the development of fundraising plans and funding proposals.
- Work with staff in applying for and managing state, federal and private grants.
- Administer the funds of the organization with integrity and according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Build good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Qualifications

- Bachelor's degree required, graduate degree preferred.
- Five or more years of professional experience in a non-profit leadership role, preferably in the crisis response field.
- Excellent written and oral communication skills.
- Experience with managing a budget with numerous grants and funding sources.
- Demonstrated experience in actively supporting fundraising efforts, especially with major donors, foundations, and corporations and a passion for engaging with the community through fundraising.
- Experience in working effectively with people from diverse backgrounds and commitment to conducting the work of the agency with an equity and anti-racist lens.
- A leadership style that encourages collaboration, transparency, integrity, creativity, professionalism, problem solving, accountability, open communication, and self-care.
- Sensitivity to the political, social, financial, and external issues impacting program services.

Compensation

- Salary commensurate with experience in the range of \$65,000 - \$80,000.
- Benefits package including health, dental, and vision coverage; paid time off.

Compass Center actively encourages diverse candidates to apply. We provide equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter and resume to employment@compassctr.org. Please include the job title in the subject line of the email. Applications will be reviewed as they are submitted and we hope to have the position filled no later than June 2021.