



Position Description

Executive Director, The Civil Conversations Project

The Civil Conversation Project (CCP) is a 501(c)3 nonprofit organization working to bring an end to American racism by telling significant historical and contemporary stories and by engaging in dialogue in order to bring an accurate perspective to the structures and systems that perpetuate racism, thereby informing the public dialogue on the local and national level. Our target audience are those who have not found an on-ramp into the discussion on Race in America for a variety of reasons. To end racism, we need every American to be a part of the Conversation.

To accomplish this mission, we offer culturally relevant writings via Substack, provide guided conversations for educational institutions, law enforcement, private business and to communities around the Western United States. We are currently developing a program supporting community members around the United States in leading Civil Conversations and joining the movement to end racism in America.

CCP is seeking a part-time (25 – 30 hours per week) Executive Director (ED) to oversee operations and lead the organization into its next phase of growth and stability, with emphasis on expanding the audience CCP reaches and increasing the financial stability required to sustain and expand programs. The Executive Director will have overall strategic and operational responsibility for The Civil Conversations Project staff, contractors, programs, expansion and execution of its mission.

Job Title: Executive Director

Salary: \$35,000 -\$40,000 based on experience (25- 30 hours per week)

Supervisor: Board of Directors

Classification: Exempt

Location: Remote

Key Responsibilities

Leadership

- Provide strategic visioning and growth CCP programs, including overseeing board and staff training and resources, annual updates to strategic plan,

- Nurture existing collaborations with partners and build enduring partnerships with allied organizations that can help expand the reach of CCP mission.
- Work in coordination and collaboration with organization founder and program leads.
- Responsible for planning, organization, and direction of CCP's operations and programs.

Fundraising

- Strategic vision and coordination with Development program, including donor communications, renewals, prospects, online appeals, CRM management and grant seeking/writing.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Board and Staff Development

- Develop, maintain and support a strong Board of Directors.
- Develop and maintain systems for internal communications, through coordination of board and committee meetings and following up on assignments.
- Oversees and reports on the organization's results for board of directors.
- Coordinates with the Board President and participates in bi-monthly board meetings.

Financial Management

- Provide coordination and support to team and bookkeeper on administrative duties and responsibilities.
- Develops and implements fiscal policies and procedures.
- Supervises the development of annual budget, coordinates the monthly and quarterly reviews.
- Expand fundraising activities to support existing program operations.

Programs

- Ensure ongoing program excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve the strategic goals.

Communication

- Ensure timely coordinated external communication through quarterly newsletters, amplification of Substack, social media content and website updates.
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Qualifications and Skills

- A minimum of a bachelor's degree in a field of management, social justice, education or other related field; related work experience may be considered in lieu of a degree.
- Must be deeply committed to racial justice initiatives and working with diverse perspectives.
- Demonstrated leadership and management skills.
- Demonstrated record of driving initiatives from inception to actualization.
- Works independently.

- Prioritizes creative problem solving.
 - Strong organizational skills.
 - Experience in fundraising and development, ideally with current donor relationships that would be interested in the work of The Civil Conversations Project.
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Interested candidates will submit a cover letter and resume along with three professional references to info@thecivilconversationsproject.org. Resumes will be reviewed on a rolling basis. It is our desire to fill the position as soon as possible.