



Title: Co – Executive Director

Reporting to: Board of Directors, Board Chair

Status: FT, Exempt

Annual Salary: \$70,000 - \$90,000 commensurate with role and experience.

Benefits: Benefits package includes 100% paid health, vision, and dental insurance (no employee contribution required). 5 weeks paid time off, additional paid day off each month, 14 paid holidays per year. Paid parental leave and short-term disability benefits. Option to participate in 403(b) Retirement Savings Plan and pre-tax Flexible Spending Account (FSA).

Location: Chapel Hill, NC.

Application Date: Applications to be reviewed beginning June 14th, 2024.

To Apply: Email Resume and Cover Letter to BoardofDirectors@compassctr.org

About Compass Center

Compass Center seeks to empower individuals who have experienced domestic violence or interpersonal violence towards stability, safety, and health, regardless of gender or economic status. We offer a range of services including career and financial education, domestic violence crisis services, youth and adult prevention programs, and legal resource assistance to a widely diverse population in Orange County and surrounding areas.

Position Description

The Co-Executive Directors are responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Co-Executive Directors will work collaboratively to manage the organization's operations, programs, and strategic direction. The roles involve managing staff, ensuring quality service delivery, cultivating community partnerships, and advocating for survivors' rights. With a focus on promoting a

culture of empowerment and inclusivity, the Co-Executive Directors will contribute to creating a safe and supportive environment for both clients and staff.

Essential Job Functions for Both Co-Executive Directors Leadership

- 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.
- Advise the Board of Directors on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Co-Executive Directors and between the Co-Executive Directors and staff.

Operational Planning

- Co-create and evolve operational practices and systems that incorporate goals and objectives that further the vision and strategic plan of Compass Center.
- Support the creation, adoption, evaluation, and iteration of values-aligned organizational policies & procedures.
- Determine staffing requirements, map processes & relationships to support the design of effective operational workflows. Establish a positive, healthy, and safe work environment.
- Coach and mentor staff to improve performance and develop leadership, promote growth and accountability.
- Evaluate team members, provide consistent supervision, and ensure annual review of staff and performance measures.
- Work with staff and the Board (Finance Committee) to prepare a comprehensive annual budget. Prepare program budgets and review organizational spending for adequate cash flow.

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage.
- Manage federal and state compliance.

Co-Executive Director of Finance and Administration will perform the following:

Financial Planning and Management

- Cultivate and solicit major and planned gifts, and develop strategic relationships with key foundations, corporations, individuals, and community organizations.
- Work with staff to identify, apply for, and manage grant applications and awards.
- Manage the development of fundraising plans and funding proposals.
- Administer the funds of the organization 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.
- Maintain and update fiscal policy and procedures manual in collaboration with the accounting consultant.
- Support annual 990 filing and annual financial audit process.

Human Resources Management

- Lead the efficient and effective day-to-day administration of the organization.
- Responsible for and drafts organizational policies for the approval of the Board and prepares procedures to implement the organizational policies; review existing policies on a regular basis and recommend changes to the Board as appropriate.
- Conducts the implementation of the human resources policies, procedures, and practices.

Co-Executive Director of Programming will perform the following:

Program Planning and Management

- Manages 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.
- 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.
- Facilitate relationships and collective work with community partners to develop a comprehensive system of care for clients including identifying and addressing gaps in service provision and referral processes to achieve organizational goals and programming initiatives.

Programmatic Grant/ Data Management

- Responsible for the preparation of monthly programmatic reports.
- Manage grant obligations; develop internal reporting systems; assist with program reporting; maintain records; meet with donors as needed; facilitate site visits; and work with staff to ensure each project or program is meeting grant outcomes and expectations.

What are we looking for?

Qualities

- Self-motivated, resourceful, creative, and demonstrates ownership and initiative.
- Ability to provide consistent and thoughtful written and oral communication with diverse stakeholders.
- Open to giving and receiving feedback and committed to practicing this regularly. Familiar with navigating generative conflict.
- Able to identify needs proactively and motivation to pursue solutions.
- Organization and prioritization skills, strategic thinking, and emotional intelligence; strong ability to keep yourself and others organized and prioritize a high volume of competing tasks.
- Rooted in social justice, equity, and a lived commitment to apply racial, disability, gender, and economic justice lenses in both a personal and workplace context.

Qualifications

- **Specific for Co-ED of Finance/Admin** five+ years of non-profit operations, grants, development, and financial management.
- **Specific for Co-ED Programming** five+ years of experience serving survivors of DV/IPV. Master of Social Work encouraged.
- Proven track record of building and maintaining effective and strategic communication with multiple stakeholders.

- Process management skills: able to hold, deliver, and continuously improve upon multiple processes, making them more easeful, value-aligned, and impactful.
- Excellent organizational and communication skills and commitment to follow through.
- Preferred proficiency in Gsuite, Zoom, Calendly, Excel, Slack.
- Preferred: experience in healing justice or social justice fields,

Compass Center actively encourages diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.