The Opportunity | Executive Director & CEO - $130,000-$140,000, including a comprehensive benefits package

The Executive Director is the Chief Executive Officer of StepUp Wilmington and reports to the Board of Directors. The role oversees all programs and operations and is accountable for consistently achieving the organization's mission and financial objectives. The Executive Director & CEO ensures that StepUp Wilmington remains fiscally and administratively sound, with effective, well-managed programs, and demonstrates the qualities needed to earn the respect of staff, the Board, community members, donors, volunteers, and other stakeholders.

Primary Duties and Responsibilities:

Executive Leadership and Organizational Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Present strategic options and plans for organizational impact, and gain Board approval as needed to carry out the organization's mission.
- Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations.
- Organize, motivate, and mentor internal team leaders to fulfill the organization's mission. Guide strategic growth in organizational impact, programs, and fundraising.
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making.
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions.
- Contribute to the strategic plan and drive its implementation.
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits.
- Inspire a business-oriented, professional, results-driven environment across the organization.
- Perform general management duties overseeing the day-to-day operations of the organization.
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders.

Board Governance

- Maintain regular and ongoing communication to build strong relationships with the entire Board, always providing leadership and support to members.
- Enable timely, informed Board decisions by providing all necessary information accurately and promptly. Communicate effectively to support the Board's ongoing work.
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Support the Board in building consensus and completing outstanding deliverables through timely reminders and assistance.
- Implement Board policies and procedures and build support for Board decisions among staff.
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes.

Development and Fundraising

- Drive development and fundraising in collaboration with the Development Director, leveraging the Board as needed.
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters.
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.

Fiscal Management and Administration

- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies.
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations.
- Assume responsibility for the fiscal integrity of the organization.
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization.

- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position.
- Build and administer the annual budget, with Board approval.

External Relations and Communications

- Represent the organization and serve as chief spokesperson publicly at events, conferences and partnership meetings.
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner.
- Ensure high visibility to prospects and the public, and build interest in engaged philanthropy.
- Manage all aspects of the organization's marketing and public relations.

Qualifications:

Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and should possess the following:

- Bachelor's degree required; advanced degree preferred.
- Seven or more years of senior management experience.
- Strong business acumen and a history of providing visionary leadership at the executive level.
- Experience and skill working with a nonprofit Board of Directors and working with diverse groups of people.
- Demonstrated experience in building relationships with individual donors, foundations, corporations, and community members.
- Familiarity with diverse business functions such as marketing, public relations, human resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.
- Excellent written, oral, and public speaking skills, with the ability to communicate persuasively and passionately. Strong interpersonal skills and multidisciplinary project skills.

About StepUp Wilmington

Our Mission: Empower individuals to reach their potential and lead stable lives through satisfying work.

StepUp Wilmington serves people affected by unemployment and underemployment, often alongside challenges related to incarceration, homelessness, recovery, and domestic violence. We teach people how to get and keep quality jobs, rebuild hope, and create opportunities for themselves. After employment, we maintain relationships and provide the support and training individuals and families need to move toward stability. Our work restores the dignity and productivity of employment while transforming lives: families become stronger, relationships are healed, and communities become more vibrant. For every dollar invested in our work, $4 is re-invested in our community through wages and taxes, reduced recidivism, and reduced government support—a profound social return on investment. A job can be a powerful "springboard" toward lasting stability for individuals, families, and communities.

The Location

StepUp Wilmington is located in Wilmington, NC, a charming city with a premier location. With its vibrant waterfront and scenic Riverwalk along the Cape Fear River, Wilmington is considered one of the most beautiful cities in the South and prides itself on providing exceptional quality-of-life services for its citizens. Its National Register Historic District spans more than 230 blocks and is joined by new features like a performing arts center, waterfront park and amphitheater, and an event pier. Wilmington is home to a state port, an international airport, and a regional teaching hospital (New Hanover Regional Medical Center). It is also home to the University of North Carolina Wilmington and Cape Fear Community College. The city enjoys a diverse and growing economy centered on education, healthcare, and tourism. In addition to the Battleship, nearby beaches, a state aquarium, and art museums offer unique opportunities to enjoy the area. This potent mix of assets has fueled a two-decade mini-boom, and Wilmington's population has grown to nearly 130,000 residents.

APPLY HERE

StepUp Wilmington has engaged Capital Development Services (CapDev) to conduct a national search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Additional inquiries may be directed to search@capdev.com.