



Executive Director & CEO

KNOWLEDGE • DEDICATION • RESULTS



The Organization | *StepUp Wilmington*

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

StepUp Wilmington serves those affected by unemployment and underemployment, often associated with challenges of incarceration, homelessness, recovery, and domestic violence. Our process teaches people how to get and keep quality jobs, rebuild hope, and create opportunities for themselves. Our impact doesn't end with employment, we maintain relationships and provide the support and training necessary to move individuals and families toward stability, impacting their lives and strengthening our communities. We produce a profound social return on investment, where for every dollar invested in our work, \$4 is re-invested in our community through wages & taxes, reduction in recidivism, and reduction in government support. Our work is important, not only because of its clear goal of bringing individuals in need back to the dignity and productivity of employment but also because of its clear mission to transform people's lives. Families become stronger, relationships are healed, and communities become more vibrant because nothing acts as a better "springboard" in life than a job!



The Location | *Wilmington, North Carolina*

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 over 122,000 residents.



The Opportunity | *Executive Director & CEO*

The Executive Director is the Chief Executive Officer of StepUp Wilmington and is directly responsible for all programs and operations of the organization. The Executive Director reports to the Board of Directors and is accountable for consistently achieving its mission and financial objectives. The Executive Director/CEO will ensure that StepUp remains fiscally and administratively sound with effective and well-managed programs. They will possess the qualities necessary to earn the respect of the staff, board, community, 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 organization impact and gain Board approval as needed to carry out the work of the mission of the organization.
- 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 grow the organization's impact, programs, fundraising strategically, and to effectively fulfill its important mission.
- 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.
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress.
- Gracefully manage the board as needed to build consensus, remind of outstanding deliverables, and offer support.

- 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.
- Five 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.
- 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; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills.

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. Application materials will be reviewed as received. Additional inquiries may be directed to search@capdev.com.

