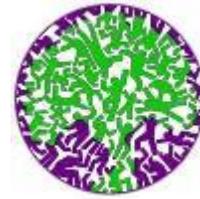


Southern Coalition for Social Justice

Executive Director Job Description



LOCATION:	1415 W. NC Hwy 54, Suite 101, Durham, NC 27701
TYPE OF POSITION:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
HOURS:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

THE ORGANIZATION

The Southern Coalition for Social Justice (SCSJ) is a 501(c)(3) nonprofit organization that was founded in August 2007. SCSJ employs a community lawyering and multidisciplinary approach that makes lawyers, organizers, communications professionals, and social scientists available to communities of color and low-income communities in North Carolina and elsewhere throughout the South. Our mission is to promote justice by empowering minority and low-income communities to defend and advance their political, social, and economic rights.

SCSJ partners with underrepresented people in developing strategies to achieve their visions for themselves and their communities, incorporating an international human rights perspective, and linking its efforts to broader processes of political, legal, social, and economic change in the South. SCSJ's current primary areas of substantive expertise include voting rights, youth justice, and adult criminal justice reform. As time and resources permit, SCSJ also works in the areas of environmental justice and human rights. We approach all of our work with a racial equity lens.

SCSJ is an innovative, multidisciplinary, consensus-driven, and highly effective organization that seeks to empower community-based organizations in the South. We work in coalition with local, regional, and national social justice and human rights organizations. In addition to the Executive Director, SCSJ's current staff is comprised of 16 full-time employees and four part-time contractors. For more information about SCSJ, see www.southerncoalition.org.

EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director is responsible for the day-to-day management and the overall programmatic, administrative, financial, and funding development of SCSJ. The Executive Director protects the organization's financial assets while ensuring compliance with Board directives and applicable grantor, federal, and state law requirements.

The Executive Director will:

- Engage with SCSJ's community partners through outreach to potential clients and investigation and development of possible social justice projects; and maintain an organizational culture that values collaboration and diversity and respects differences.
- Lead, manage, and support the organization, including inspiring passion and providing an overall vision for SCSJ's programmatic work with a community-driven strategic plan; providing ongoing evaluation of SCSJ's effectiveness in fulfilling its mission, including reviewing and evaluating the results of program activities and ensuring that continuing contractual and grant obligations are being fulfilled; taking calculated risks to try new ideas and to employ new approaches to achieving SCSJ's goals; providing appropriate support to SCSJ's Board of Directors; developing organizational and administrative policies for Board and staff consideration; communicating successfully with internal stakeholders (staff, volunteers, and Board members) and establishing structures that facilitate strong communication throughout the organization; supervising and mentoring existing staff and providing guidance and feedback about cases and other projects; and recruiting and hiring new staff as needed.
- Lead and supervise SCSJ's communications and fundraising efforts, including serving as the

spokesperson for the organization; ensuring the development of impactful, well-coordinated media and outreach materials, either related to ongoing cases and matters or to promote SCSJ; communicating and building relationships with funders and donors; exploring additional sources of funding to ensure SCSJ's long-term sustainability and viability; and providing direction for grant proposals and assisting in preparation of grant reports.

- Manage the organization's financial health, including managing SCSJ's funds to ensure the organization's trustworthiness, viability, and compliance with laws and funder requirements; allocating resources for greater program effectiveness and efficiency; and overseeing all accounting functions including those necessary for auditing, budgeting, financial analysis, and payroll in accordance with generally accepted accounting principles and internal control policies.
- Develop and maintain productive working relationships with partners and stakeholders, including motivating internal and external stakeholders with a shared understanding of SCSJ's mission and purpose; improving SCSJ's visibility and nurturing broad external stakeholder support for the organization and its programs; being aware of trends in the non-profit sector to ensure that SCSJ remains responsive to changing community needs, shifting revenue sources, emerging competition, and increasing public scrutiny; and building relationships and partnerships with other organizations and people who are able to further SCSJ's mission through cooperative efforts.

The anticipated start date for this position will be in May or June 2018.

THE SUCCESSFUL CANDIDATE

The ideal candidate will be a proven leader who will build on the strong foundation established by SCSJ's founder, Anita Earls. S/he will have a deep commitment to social and racial justice and will have a track record of building strong connections in a community. S/he will have extraordinary vision and be able to realize that vision through rich interaction and collaboration with the SCSJ Board and staff, funders and donors, community partners, and other state, regional, and national organizations. S/he must have a value set that is consistent with a culture based on diversity, respect, collaboration, high ethical standards, and a passion to make a difference. The Executive Director must be able to communicate effectively internally and externally, both orally and in writing, and to represent SCSJ publicly. S/he will have strong strategic planning and project management skills, as well as significant experience with non-profit fundraising, budgeting, and financial management.

The Executive Director must have a:

- J.D. Degree or other relevant advanced degree, and 10 or more years of increasing responsibility in community lawyering or a law practice serving minority or low-income communities, or an equivalent combination of education and experience;
- Commitment to community-led social justice work and sustaining an egalitarian organization that is respectful of every person's contribution;
- Significant successful experience in leadership, management, and Board development, preferably in the non-profit sector;
- Capacity and demonstrated ability to serve as the public face of an organization and to raise money from a variety of sources in the non-profit sector;
- Excellent financial management skills, including capacity and demonstrated ability to manage budgets of a similar size and to provide accurate financial reporting;
- Demonstrated effectiveness in developing networks and productive working relationships with diverse constituencies; and
- Willingness to travel throughout North Carolina and the South.

Preference will be given to candidates who have experience managing or directing a legal non-profit organization of comparable size, with areas of concentration including civil rights, juvenile or criminal justice, or other community-based social justice issues.

SCSJ is an equal opportunity employer and welcomes applicants without regard to race, color, religion, sex, national origin, gender, gender identity, age, or disability. We are committed to maintaining a diverse staff and we encourage applications from people of color and female candidates.

COMPENSATION PACKAGE

Salary is commensurate with experience and leadership at other similarly-situated non-profit organizations. SCSJ offers an excellent benefits package, including a 401(k) plan and health, dental, and vision insurance.

THE AREA

The Southern Coalition for Social Justice is located in Durham, North Carolina. Centrally located in the southeastern United States, the city of Durham is ideally situated with convenient access to the region and serves as a hub for communication and travel; more than half of the U.S. population lives within a day's drive or an hour's flight of Durham. Durham also occupies a prime location in the heart of North Carolina and is a nexus for learning, achievement, creativity, and research. Durham is a culturally and economically diverse community, with a unique identity and exceptional history, including key roles in civil rights activities, women and minority-owned enterprises, and a strong progressive voice.

Flanked by Raleigh and Chapel Hill, these three cities form the internationally-known Research Triangle. Featuring outstanding educational resources, the Triangle offers seventeen universities and colleges that attract students, faculty, and academic partners from across the country and around the world. Research Triangle Park is home to groundbreaking research and technology. As a result, the Triangle is one of the nation's fastest growing areas, with a current total metropolitan population of more than 2 million.

For more information about Durham and the Triangle, visit <http://triangle.citysearch.com/> and The Durham Convention and Visitors Bureau at www.durham-nc.com.

TO APPLY

Interested applicants must submit a resume and cover letter **by close of business on March 23, 2018** to:

Southern Coalition for Social Justice
Attn: Executive Director Search Committee
1415 W. NC Hwy 54, Suite 101
Durham, NC 27701

Or by email to EDSearch@scsj.org. Please include "Executive Director Application" in the subject line.

Cover letters should specifically address the following topics:

- For non-lawyer applicants, how your educational degree qualifies you for this position;
- Your commitment to community-led social justice work;
- Your experience with and skills in leadership, management, and Board development;
- Your experience with and skills in communications and fundraising;
- Your experience with and skills in financial management; and
- Your experience with and skills in developing productive working relationships with diverse constituencies.

All applications will be kept strictly confidential until finalists are identified. Interim Executive Director Dr. Kareem Crayton is committed to assisting the Board through this transition period as it manages the search for long-term organizational leadership. Questions about the position can be directed to him at kareem@scsj.org or 919-794-4198.