

Outagamie County Conflict Resolution

Executive Director Job Description

About: Outagamie County Conflict Resolution Center is a new nonprofit organization serving Outagamie County, Wisconsin. The Executive Director will be the first employee of a small organization. The hiring process will take place between October 2024 and January 2025. Resumes are due by October 18th.

Mission: Our mission is to empower participants by providing accessible, equitable, and effective volunteer conflict resolution services outside the courtroom.

Vision: The Outagamie County Conflict Resolution Center seeks a future in which people widely utilize mediation as a vehicle for transforming conflict into opportunities for communication, mutual understanding, and compromise.

REPORTING

The Executive Director is hired by the Board of Directors and reports to them regarding individual and organizational performance. The Executive Director receives an annual performance review.

RESPONSIBILITIES

The Executive Director is responsible for ensuring that the organization operates internally and externally in alignment with its strategic direction, mission, vision and values. The Executive Director implements the annual operations plan and oversees additional staff. The Executive Director also sets the organizational culture and team expectations.

ESSENTIAL LEADERSHIP DUTIES*

- Support Community Collaboration by Serving as Visible & Trusted Community Leader (20%)
- Develop & Lead Functional Operations of Programming, Staffing and Volunteer Mediators (45%)
- Lead Financial Accountability, Fundraising & Implementation of Strategic Direction w/Board (35%)

*Please also reference the Executive Director list of specific duties included in the DRC Roles Matrix.

EDUCATION AND EXPERIENCE

A bachelor's or advanced degree in a relevant field (e.g., non-profit management, business administration). Law degree preferred. Five years' experience working in positions of increasing leadership and responsibility with public and/or non-profit organizations. Experience can include both paid and volunteer work. Experience in mediation services preferred.

ESSENTIAL SKILLS AND ABILITIES

- Understanding and commitment to the philosophy and roots of community-based mediation
- Knowledge and understanding of court systems and processes and legal principles
- Excellent oral and written communication skills
- Strong interpersonal and communication skills with the ability to build relationships, inspire others, and represent the organization effectively in various settings
- Demonstrated success in fundraising; the coordination of fundraising strategies, and the ability to network outside the organization and strengthen donor relations
- Knowledge of grant writing and a history of successfully generating new revenue streams and improving financial results
- Strong financial skills, including budget preparation, analysis, decision making and reporting
- Ethical and value-driven leadership style, with a commitment to diversity, equity, justice, and belonging for all
- Ability to work collaboratively with a diverse team of staff, volunteers, clients, and community partners
- Ability to form, supervise, and coach a productive and sustainable work team
- Strong strategic thinking, planning skills
- Excellent organizational and problem-solving skills, with the ability to prioritize tasks, manage multiple projects simultaneously, and adopt to changing circumstances
- Sound knowledge of organizational and community development

RESPONSIBILITIES:

- The CRC Executive Director is an inspiring leader with overall responsibility for the success of the organization, including development and oversight of successful outcomes of programming, budgeting, fund development, and communication.
- Constant development of expertise in restorative justice and mediation processes to be a thought-leader for the organization and community.
- Collaborate with the Board and communicate all necessary information for the Board to function properly and to make informed decisions.
- Develop partnerships with stakeholders, investors and other relevant parties
- Manage all aspects of communication, including both external and internal relationships
- Maintain, recruit, and retain a high-performance staff and volunteers.
- Develop and execute both short and long-term strategic plan in alignment with CRC's mission and core values.
- Collaborate with the Board of Directors to identify, create and implement operational tactics to actualize business objectives and other relevant aspects of the Strategic Plan.
- Create and implement Fundraising Plan including all major fund development strategies.
- Oversee the development and execution of a marketing and branding strategy.
- Create and maintain internal operational policies in alignment with CRC vision, mission and values.
- Engage CRC volunteers, board members, partnering organizations, and funders
- Ensure that needed training programs and development initiatives are available for

board, volunteers, and staff.

- Create and maintain an organizational culture that is transparent, restorative, and collaborative.

CONDITIONS OF EMPLOYMENT:

This exempt position is semi-flexible at 40 hours/week. The salary is \$85,000-\$95,000 and is dependent upon experience. Benefits offered include paid holidays and sick days. If desired, a hybrid remote and onsite work schedule is arranged with the board of directors, in alignment with organizational protocols.

The Dispute Resolution Center celebrates diversity and is dedicated to creating an environment of mutual respect, inclusivity, and empowerment, free of discrimination and harassment. Equal employment opportunities are available to all applicants and teammates without regard to race, color, religion or belief, sex (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital, civil union, or domestic partnership status, physical, mental or sensory disability (that does not prohibit performance of essential job functions), genetic information, age, parental status, military service, or any other status protected under federal, state, or local law.

The Dispute Resolution Center is an at-will employer, which means that either employees or the OCRC may terminate employment at any time, and for any or no reason. All new hires must successfully complete a 90-day probationary period, after which the decision to continue employment will be made.

APPLICATION PROCESS:

Submit cover letter, resume and three references (one of which must be a supervisor) to: Jennifer Sunstrom jmsunstrom@gmail.com