

## **PRFC Executive Director Job Description**

### **WHY WE CARE ABOUT RACIAL EQUITY**

Racial equity is the condition that would be achieved if one's racial identity no longer predicted how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities, not just their manifestation.

### **WHAT WE DO**

Our work with organizations unveils the privilege built into our current institutions and assists organizations in navigating strategies and long term changes to create equitable spaces for everyone.

### **WHO WE NEED**

The Executive Director is the Chief Executive Officer of Partners for a Racism-Free Community (PRFC). The Executive Director reports to the Board of Directors. The Executive Director is responsible for leading the organization in fulfilling its mission and vision.

### **Management**

The Executive Director will:

1. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
  2. Organize strategic planning efforts and ensure that the Board is provided with appropriate resources and background information; develop and recommend goals, objectives and action plans for the approval of the Board.
  3. Maintain a working knowledge of significant developments and trends in the field.
  4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
  5. Oversee the development of budgets for submission to the Board; ensure compliance with approved budgets; propose revisions as necessary.
  6. Maintain a culture that attracts, keeps, and motivates a diverse group of top quality people, both as staff and volunteers.
  7. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
  8. Manage the recruitment and engagement of volunteers, including development and implementation of procedures, scheduling, and recognition.
  9. Review current organizational practices and methods and initiate development of new ones as necessary to reduce costs, encourage growth and improve efficiency.
  10. Facilitate the work of the Board and its committees by developing resource materials, providing appropriate information and reports; provide advice and counsel to the Board to assist in setting policies and monitoring PRFC performance; recommend new policies, programs, and action plans consonant with the vision of the organization; execute all policies and decisions of the Board.
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## **Communications, Community, and Public Relations**

The Executive Director will:

1. Assure that PRFC and its mission, programs, and services are consistently presented in strong, positive images to relevant stakeholders.
2. Oversee an effective system of communications throughout PRFC and with its partners, donors, and the community in general.

## **Fundraising / Development**

The Executive Director will:

1. Be responsible for fundraising plans and implementation, including identifying resource requirements, to meet PRFC growth and sustainability objectives.
2. Research funding sources, establish strategies to approach funders, and submit proposals.
3. Plan and organize events that generate revenue in excess of costs.
4. Establish and execute a system of reporting to donors and grantors.
5. Manage administration of fundraising records and documentation

## **Qualifications**

1. Commitment to the mission, vision and values of PRFC, as set forth at [www.prfc-gr.org](http://www.prfc-gr.org) and the ability to influence, persuade and enable others to further PRFC's mission.
  2. Demonstrated leadership ability that includes the capacity to manage change and innovation and the flexibility to engage with a wide range of populations
  3. Competence in fund development and enthusiasm for fundraising activities
  4. Strong communications skills and understanding of target audiences
  5. The ability to speak persuasively in diverse public, private, and community settings.
  6. Ability to work cooperatively, as well as independently, to initiate and delegate within relevant guidelines, and to accept responsibility
  7. A track record of action-oriented, innovative problem solving.
  8. Excellent communication skills and proven ability to create and maintain collaborative relationships.
  9. Strong interpersonal skills as a manager and leader; ability to foster productive working relationships with the Board of Directors, staff, donors, volunteers, local community and civic organizations, religious organizations, the media and others.
  10. Ability to provide leadership and supervision to staff and volunteers.
  11. Knowledge of community systems and ability to relate effectively with people from a variety of backgrounds.
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