

## **Vantage Point Executive Director Application**

### **Process and Instructions**

Thank you for your interest in applying at Vantage Pointe, Inc. To formally apply for this job, please send a copy of your resume and your cover letter to the Board Chair, Elisa Jacobsen, at [elisa28411@gmail.com](mailto:elisa28411@gmail.com).

## Executive Director Job Description

<b>Job Title:</b>	<b>Executive Director</b>
<b>Reports To:</b>	<b>Board of Directors</b>
<b>NCS Job Status:</b>	<b>At-will exempt position</b>
<b>Location:</b>	<b>Wilmington, NC</b>
<b>Effective Date:</b>	<b>March 2021</b>

### **SUMMARY**

The Executive Director ("ED") reports directly to the Board of Directors ("Board") of Vantage Pointe and is responsible for all facility management and day-to-day activities and operations to include: program development and management, staff and volunteer development and management, financial and budget management, fundraising and resource management, community leadership, and public image development. The ED is also responsible for leading Vantage Pointe's compliance with the policies and procedures, and participation with the Board on all activities, meetings, and events. Salary for this position shall be between \$45,000 - \$50,000 per year, depending on experience.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Executive Director must have the competencies, skills, and proven leadership ability to successfully carry out Vantage Pointe's mission, goals, and vision for serving the community. This position requires a team player with the ability to effectively work with the Board, staff, volunteers, and other community agencies that might avail themselves of mediation, restorative justice, and other dispute resolution services. Key competency requirements of the ED are a) the ability to attract, hire and retain a diverse and competent team of staff and volunteers, b) excellent written and oral communication skills, and c) demonstrated ability to create, shape and deliver results against the business plan and strategic direction of Vantage Pointe, as approved by the Board.

**Programs** — Manages all programs consistent with the vision and mission; ensures all program goals and grant contract requirements are met; ensures all programs are adequately staffed; regularly reviews and evaluates existing programs; plans, develops, supervises and encourages the growth and expansion of Vantage Pointe's offerings in the arena of mediation, restorative justice, and other dispute resolution services to the community at large; develops and maintains successful partnerships; conducts outreach activities to support the vision, mission and program goals; manages community education workshops and educational presentations; and implements the approved strategic plan.

**Human Resources** — Hires qualified staff; supervises and leads effective staff and volunteer teams; manages staff resources to sustain operations; schedules and conducts team meetings, annual personnel evaluations with staff; coaches, disciplines, and discharges staff as needed; manages staff and volunteer resources to ensure a team that is diverse, well-trained, highly engaged, and adequate in size to sustain the vision and mission and maximize support for all programs; oversees the selection, training, evaluation and supervision of volunteers; conducts ongoing professional development and continuing education mediation trainings; ensures compliance with personnel policies and relevant workplace and employment laws.

**Fiscal and Budget Management** — Manages all financial functions, record keeping, reporting requirements for Vantage Pointe; develops and manages the annual budget; reviews monthly budget and balances actuals to projections and presents this information to the Board; schedules and prepares for annual audit; ensures accurate and accessible filing of necessary documents regarding all fiscal matters; prepares grant proposals and other funding requests, and develops new funding sources; prepares and submits subsequent status reports for active grants; communicates with grantors as required.

**Fundraising and Resource Management** — Participates in and supports all fundraising and resource development activities; works with the Board to develop realistic, ambitious plans for acquiring funding and exploring alternate sources of income.

**Community Leadership and Public Relations** — Represents and promotes Vantage Pointe to the community, groups, partners and community mediation constituencies; maintains ongoing contact with referral agencies and court officials and personnel, as well as other community centers, human service providers and state and national organizations that specialize in conflict resolution services; develops collateral and web materials and prepares and sends annual report to constituents; coordinates PR and media contacts, including the supervision and coordination of staff speaking engagements; and keeps abreast of the latest developments and trends in the field of mediation, restorative justice, and other forms of dispute resolution.

**Board Relationship** — Works with the Board and staff to develop strategies for achieving mission goals and continued financial sustainability; implements policies and procedures and directives of the Board; prepares reports to the Board on service delivery, funding and financing, staffing needs, caseload information and office operations.

**Other Duties** — Other duties as assigned by the Board.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited four-year college or university or commensurate professional experience. A master's degree is preferred.
- Minimum of three years in public, private or non-profit management and operations with demonstrated competencies in developing and growing new programs, human resources, finance and budget administration, and marketing / public relations.
- A minimum of two years of experience in mediation and / or other forms of dispute resolution is required. Certification is required.

## **OTHER EXPECTED COMPETENCIES**

- Proven success with a track record of creating, skillfully leading, organizing and overseeing staff and volunteers of high intelligence with diverse personalities.
- Ability to interpret the mission, vision, and goals of Vantage Pointe, and translate them into meaningful programs and outcomes.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong marketing public relations and fundraising experience with the ability to engage a wide range of stakeholders.
- Ability to use good judgment, respect confidentiality, and exercise sensitivity when confronted with conflict.
- Sound grasp of the philosophy and principles of administration in a voluntary, service, educational non-profit agency committed to the peaceful resolution of disputes before they become larger, unmanageable issues for the community.
- Direct partnership development, community organizing and / or fundraising or grant writing experience.
- Knowledge to bring new technology advancements, budget administration techniques and improved records and information systems management to Vantage Pointe.
- Aptitude to delegate work and assign task while putting into place solid administrative procedures to keep Vantage Pointe's operations running smoothly, efficiently, and effectively.