

NC NAACP

Executive Director Job Description

The NC NAACP seeks a dynamic, energetic, well organized individual with strong leadership skills to serve as Executive Director of the North Carolina State Conference. The Executive Director position reports directly to the State Conference President and aids the Executive Committee of the State Conference and its President in fulfilling the organization's Mission, Vision and Annual Goals.

Essential functions of the position include, but are not limited to,

- a. Program Management and Delivery,
- b. Administrative Management and Branch Development Support.
- c. Staff hiring, management, training with the advice of the State Personnel Committee.

With the State President's consent, the ED advocates at the local, state and federal level for health, education, housing, criminal justice, voting rights and public policy issues that affect the advancement of people of color. The ED oversees and supports program initiatives, assuring that the objectives are aligned with the State Conference's overall strategic plan.

The ED provides oversight and direction to any staff involved in Program Management and Delivery; ensures management and leadership of the State Conference in a manner consistent with the policies and mission of the constitutions of the state and national NAACP constitutions. The ED provides administrative management for volunteers and staff who are tasked with fundraising, marketing, communications, and fiscal responsibilities.

In addition to other duties as assigned, the ED serves as primary staff person for the President, Executive Committee, Finance Committee and other standing Committees.

Education and Experience:

At least a Master's Degree is required, or a combination of a Bachelor's Degree with concomitant experience of at least five years relevant experience in fund raising, executive management, policy analysis, budget management, etc
Salary negotiable to the extent allowed by budgetary constraints.

NAACP NC State Conference

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Deadline: October 22, 2018

NC NAACP Executive Director Vacancy Process

We're again initiating the process to fill the Executive Director position for the NC State Conference of the NAACP. Using a **job vacancy announcement, based on the most recent updates to the Executive Director Job description**, steps outlined below will be followed:

1. Search Committee members named (ASAP)
2. Vacancy announcement will be posted on sites used in the past, plus the NC NAACP Wide e-mail blast not later than **September 24, 2018** with a closing date of **October 14, 2018**.
3. Search Committee **screens** for finalist **starting October 14, 2018**
4. Application **screening ends October 21, 2018** with final 10 (ten) identified
5. Personnel Committee schedules interviews from final 10 (ten) narrowing pool to final two
6. Final (two) interviewed by NC State Conference President and Personnel Committee members
7. The process will be completed with an offer of employment by **November 15, 2018**
8. Target contract date; **December 1, 2019**.

Please be advised that the above process is being submitted for review and/or input and is subject to change where needed.

Sincerely,

Avie

Avie Lester, Chair, Personnel Committee