



JOB DESCRIPTION

Executive Director

May 2019

POSITION OVERVIEW

The Executive Director (ED) of the Whatcom Peace & Justice Center is the spokesperson of the organization as a half-time paid staff person. The ED is responsible for the efficient management of WPJC's programs in accordance with the organization's mission and vision. The ED collaborates with WPJC volunteers, interns and Board of Directors to accomplish the work of the organization.

Mission Statement

The Whatcom Peace & Justice Center promotes lasting peace, social justice, and a culture of nonviolence at home and worldwide. We accomplish this through partnerships, education, and direct action.

Vision Statement

The Whatcom Peace & Justice Center works to create a voice for peace and social justice in Whatcom County through partnerships with local community and faith organizations, direct action, public witness, and education on alternatives to violence and war. We call on our government and society to disavow policies of violence and seek a culture of peace and healing for the Earth and all people.

ORGANIZATION OVERVIEW

The Whatcom Peace & Justice Center (WPJC) works to build the foundations of a more just and equitable world. Our strategy is to increase the number of people who are committed and active on behalf of peace through justice, sharpen and broaden the critique of those who are involved, and continuously increase the community's ability to make its collective voice heard. We are part of a movement for a healthy planet, in which people's needs are met, without militarism, war, military occupations, or exploitation.

Since opening in 2002, WPJC has been a respected stakeholder in community discussion, bringing the important considerations of justice and peace to the forefront of policy deliberations. Its relationships with the individuals, organizations, schools, elected officials, law enforcement, veterans, and the media have successfully elevated the visibility and legitimacy of peace and nonviolence within the broader community. The organization is invested in fostering nonviolence as a way of life and encouraging its use as a tool of domestic and foreign policy.

You can learn more about WPJC at www.WhatcomPJC.org.

POSITION DUTIES

1. Volunteer coordination and event organizing: Train, retain and expand base of volunteers involved in organizing events, facilitating workshops, and doing community outreach and education. Be knowledgeable about and participate in actions and events organized by the community. Publish twice-monthly newsletter as platform for WPJC and community involvement. Organize a major annual event which draws 300-400 people (e.g. our signature event on International Day of Peace). Organize educational events including public talks, workshops and trainings that help community members join the movement for peace and justice and practice nonviolence.

2. Office administration: Welcome visitors and ensure staffing during open office hours. Coordinate use of space. Work with volunteers on donor stewardship and maintain donor confidentiality and security. Ensure that all office equipment is functional.

3. Budgetary and Financial Management: Use generally accepted accounting principles to maintain the organization's books; provide a monthly finance report to the Board of Directors; develop financial plans and annual budgets; manage all income and expenses; comply with grant reporting requirements. Ensure compliance with legal and governmental requirements including: the annual 990 tax exempt form, quarterly payroll taxes, Charitable Solicitations Renewal Form, and Nonprofit Status Renewal.

4. Fundraising: The ED works in partnership with the Board of Directors to ensure adequate financial resources to support the organization and develop new resources for future growth. The ED will write grants, write and mail three fundraising appeals per year, solicit contributions from businesses and faith communities, and lead a strategic campaign of individual donor cultivation. Ensure online donation processing is functioning and seek ways to increase online giving.

5. Community & Public Relations: Increase visibility of WPJC in the community through outreach opportunities, partnerships, and media appearances. Seek out opportunities to speak and be published in local, regional, and national print and web media with the goal of keeping peace and nonviolence in the public discourse. Work with elected officials, school administrators, and other key stakeholders to increase awareness about the WPJC's work. Be available for radio and TV interviews.

6. Board Interaction and Support: Encourage the committed involvement and participation of board members. Cultivate professional relationships with individual members. Prepare the agenda and reports for monthly board meetings. Be available for consultation.

7. Program Development & Implementation: Maintain and strengthen current programs. Expand and create new programs as needed within budget parameters. Provide administrative support for volunteers leading programs.

CANDIDATE PROFILE & REQUIREMENTS

- 3-5 years working for social change as an employee or volunteer
- Three years in administrative leadership, preferably with a nonprofit organization
- Strong writing skills
- Strong public speaking ability
- Experience facilitating efficient meetings and workshops
- Successful grant-writing experience
- Demonstrated ability to work in a small office setting
- Demonstrated ability to work professionally with a broad range of groups (e.g. elected officials, faith communities, students, veterans and under-represented groups)
- Bachelor's Degree or equivalent experience
- Compassionate listening and strong communications skills
- Familiarity with utilizing technology and Social Media for community mobilization

Fluency in Microsoft WORD, Excel, PowerPoint, and Google Applications, Mailchimp, simple website management. Our current accounting system is Quickbooks and Lifeline donor database. Other equipment used includes: LCD Projector and laptop; sound systems for rallies and concerts. AV skills would be useful.

The position involves occasional lifting of materials, banners, and equipment. Access to a reliable vehicle or ability to arrange transportation on occasion.

COMPENSATION & BENEFITS

The starting annual compensation, including benefits, for this half time position is \$20,800 to 25,180 (DOE based on health insurance needs) and three weeks paid vacation per year. Benefits/salary mix are negotiable. This position is .5 FTE (half time) with the potential to go full time for a strong fundraiser.

APPLICATION & SELECTION PROCESS

Email the following materials to office@whatcompjc.org with "ED Position" in the subject line: Please include a resume, a letter of interest that addresses the job requirements, a writing sample of fewer than 800 words, and contact information for three professional references. We also welcome videos of public speaking events. All application materials must be submitted by email as pdf files. Do not assume that anything in the body of the email will reach the search committee. The application deadline is June 20, 2019.