

North Dakota Human Rights Coalition

Job Description:

**Executive Director**

**Who we are:** The North Dakota Human Rights Coalition is a nonprofit organization, established in 2002 and committed to promoting and protecting the human rights of all people in North Dakota through advocacy and education. We strive to eliminate discrimination and to promote diversity, equity and inclusion in all aspects of our society. NDHRC is an affiliate of Equality Federation and is a member of North Dakota Association of Non-Profts.

**Job Title:** Executive Director

**Reports to:** this position reports to the Board of Directors of North Dakota Human Rights Coalition, a 501(c)(3).

**Supervises:**

The executive director has a direct relationship with any committees as established by the board, including development, executive, program, etc. The following are coordinated by and supervised by the Executive Director: CPA/accountant (volunteer); project coordinators, including DEI training coordinator, Project Q.U.E.E.R., and other programs/projects as initiated.

**General Responsibilities and Position Description:**

The Executive Director is the chief executive officer of the organization and is responsible for conducting its administration in an efficient and effective manner, in accordance with policies set by the Board of Directors.

The Executive Director coordinates the efforts of the North Dakota Human Rights Coalition and advocates for the human rights of all North Dakotans through organizing members and allies and coordination of program initiatives. Traditionally, activities of NDHRC has been advocacy and collective action around public policy at the state legislature and local governments; education through seminars and summits; networking; and organizing. This position is both the face of human rights in North Dakota and very relational, initiating, maintaining and strengthening relationships with individuals with partner organizations, with communities of color, sexual orientation, gender identity, with policy makers, elected and appointed. This position will work actively with and through standing and ad hoc committees, a working board, and peer groups.

NDHRC is an Equal Opportunity Employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ identified individuals, and people from the local community are strongly urged to apply.

**Responsibilities:**

* Coordination which includes planning initiatives, and program delivery. Examples of the latter include the Faith Group for Equity and Inclusion, Project Q.U.E.E.R., Diversity, Equity and Inclusion training, State Agency Project  and an emerging initiative with listening circles.
* Build community partnerships - which includes but is not limited to: 1) partnering social justice organizations (ND Voices, Planned Parenthood, ACLU, etc.) 2) building coalition with Indigenous organizations on and off tribal nation land (Indigenous Association in Fargo, Sacred Pipe in Bismarck; 3) partnering with organizations actively engaged in advocacy (Native Voices, Planned Parenthood, ND Voices), 4) developing relationships with LGBTQ volunteer organizations (Dakota Outright, Magic City Equality, Tri-State Transgender, Grand Forks Out and Proud and others);
* Ensure financial viability of organization
* Oversee event planning and execution - this includes but is not limited to: fundraising events, annual Human Rights Summit, and working in coalition with partners, the annual LGBTQIA2S+ Summit.
* Program development and oversight; this includes assuring there is proper funding in place; an active engagement of volunteers; and that reports are completed in a timely way.
* Assure an active advocacy program is in place during legislative session and also the interim; this has involved contracting with a coordinator at the legislature and overseeing the engagement of members, allies and partners.

**Qualifications**

* Experience working with diverse populations;
* Experience in fundraising and grant writing;
* Experience and/or knowledge of community organizing;
* Experience working with external partnerships;
* Experience/training in management/organization structure;
* College degree in a related field;
* Understanding of social justice vs charity work;
* Independent and self-motivated

**Pay and Benefits**

The position is fulltime, exempt. Range of salary is $70,000 - $75,000, health care benefits included.

**Work Environment**

The position can be remote or office-based. Much of the interaction with board members, who are by design located throughout the state,  can be done electronically. As the leader of the NDHRC, this position is seen as the face and voice of the organization and will be visible to ally and partner organizations, policy makers, and a statewide membership. Nature of the coordination will require some instate travel, particularly to Bismarck and other locations.

Any out of state travel may be to attend national or regional conferences through national affiliated organizations such as Equality Federation.

**Schedule**

This position will be responsible for establishing their own work schedule, considering their own productivity rhythms and the demands of the position. Much of the responsibilities can be conducted during week work days; however, meetings, committee meetings will dictate evening and weekend times.

**Training**

Position is encouraged to actively seek out training/support opportunities for continuous improvement. Emphasis on training is: diversity, equity and inclusion, organizing, management, advocacy.