



Executive Director of the Holloman Center for Social Justice Job Description

Executive Director

Full-time position

Location: In-Office; located at 3539 Reading Road, Cincinnati, Ohio 45229

Reports to: This role reports to the President's Office

Manages: This role will lead 2 – 3 staff members

Department: Holloman Center for Social Justice

Position Overview:

As the Executive Director of the Holloman Center for Social Justice (CSJ), you are responsible for programmatic efforts and impact of CSJ. The Executive Director will identify and develop community centered solutions to advance racial equity in the following areas: policy and police reform, elimination of racial profiling, and community education. This role must successfully cultivate relationships and collaborative partnerships with communities and police departments in our service area to increase support, services, and advocacy efforts. Additionally, the Executive Director must lead programmatic goals, data collection, and evaluation to measure progress toward our Mission. A successful candidate must possess the ability to engage our communities and stakeholders in the pursuit of racial equity. A successful candidate must also possess in-depth expertise in policy and police reform and systemic racial disparities in our service area.

What you'll do:

- Responsible for creating and leading in a manner that supports and guides the Center's mission.
- Ensure ongoing excellence, rigorous impact evaluation, and consistent quality of administration.
- Develop and execute strategic goals and timelines that align with the Center's mission.
- Actively engage and energize volunteers, members, event committees, alumni, partnering organizations, and funders.
- Strategically plan and implement reform demands. Work with City Municipalities to advocate and enact reforms. Track and evaluate adopted and implemented reforms.
- Create policy and reform decision frameworks and methods.
- Maintain continuous exposure of the Center to critical social justice matters.
- Effectively implement initiatives and policies that advance the Center's missions and goals.
- Ensure effective systems to track scaling progress, and regularly evaluate components to measure successes that can be effectively communicated to funders and other constituents.
- Planning and operation of annual budget.

- Serve as the primary spokesperson to the Center’s constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Center’s mission.
- Provide oversight for presence in the media.
- Lead community outreach and communications efforts.
- Attend and engage in organization community and committee meetings.
- Maintain an understanding of local and national legislation.

What you’ll need:

- Minimum of 10 years in relevant work experience in social justice or local government and/or equivalent experience that demonstrates the ability to perform the scope of work.
- High-level strategic thinking and planning. Ability to envision and convey the organization’s strategic future to the staff, supporters, volunteers, and donors.
- Strong passion for serving communities who have historically lacked a strong voice and influence in local government.
- Negotiation and mediation skills.
- Strong public speaking ability.
- Develop and maintain influential relationships within the community.
- Exceptional verbal, written, and visual communication skills.
- Strong work ethic with a high degree of energy.
- Strong computer skills including strong capability in email, MS Office Suite, and other related business and communication tools.
- Strong conceptual, analytical, change management, and organizational skills.
- Demonstrated business acumen.
- Ability to multitask with projects, data analysis, coordination with the executive team, and acting as the public face of the organization in the absence of the organization’s President/CEO.

Working environment:

This is a full-time, in-person position located at 3539 Reading Road, Cincinnati, Ohio 45229. This position requires regular sitting or standing for long periods at a computer; frequent bending, twisting, stooping, and crouching while working at a desk; filing and record handling; regular use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequent use of a telephone and computer to communicate with coworkers and the public; regular standing to use a variety of office equipment; occasionally will lift and carry items up to 30 pounds; regularly communicate in oral and written form with coworkers and with the general public, constant reading, and interpretation of documents.