



Center for Dispute Resolution and Restorative Justice

## Executive Director

### **The Opportunity**

A challenging and deeply satisfying professional opportunity awaits the right person; Resolve is searching for a new Executive Director to lead collaboratively with its professional staff and volunteers in developing programs to support Resolve's mission of ***transforming the way the diverse people and communities of southern Oregon manage and resolve conflict and repair from harm.***

### **About Resolve**

Founded in 1990, Resolve serves southern Oregon communities by helping people manage conflict through mediation, restore harmed relationships and communities through restorative justice, and advance peace through education and training.

Resolve achieves its mission in a variety of ways: **mediation services**, annual **trainings and seminars** open to the public as well as for professionals, and **restorative justice services and programs** delivered in partnership with area schools, juvenile justice, and youth corrections. For a more detailed look at these services and programs, please visit [ResolveCenter.org](http://ResolveCenter.org) under the "Programs" tab.

Resolve is in Medford, Oregon, which is situated in the heart of [southern Oregon's beautiful Rogue River Valley](#), just off Interstate 5 and about 27 miles north of the California-Oregon border. Pear orchards bloom profusely in the spring, surrounded by the snow-capped peaks of the Cascade Mountain Range. Rivers with world-class fishing, pristine wilderness lakes, including Crater Lake, Oregon's famed national park, and the scenic Oregon coast are all within an hour or two drive.

Summers in the region are very warm and fall colors are beautiful. Medford's neighboring towns, including Grants Pass, Ashland, and Jacksonville boast their own beauty and attractions such as being home to Dutch Bros Coffee, the world-famous Oregon Shakespeare Festival, and an historic gold-rush history and outdoor Britt Music Festival. Each is abundant in fine dining, fun, and friendliness.

Few places in Oregon combine scenic beauty, outdoor recreation, historical, and cultural attractions more successfully than southern Oregon. It is a uniquely wonderful place for people of all ages and all walks of life to live and work!

### **Description of Duties**

#### **Leadership**

The Executive Director is a visionary leader who is passionate about community building and peacemaking through the practices of conflict resolution and restorative justice. The Executive Director is a collaborator with strong interpersonal skills and the ability to execute a strategic plan, including all aspects of fundraising and the ethical stewardship of both human and financial resources. As an ex

officio member of the Board of Directors, the Executive Director provides clear, diligent reporting and guidance for the board's function as fiduciaries, guardians, and ambassadors.

### **Program Development, Planning, and Sustainability**

The Executive Director supports staff, Program Coordinators and Specialists in the action planning and processes required to create new and/or support existing initiatives across an array of dispute resolution and restorative justice programs and services for youth and adults in various settings such as regional schools, businesses, community justice, and judicial settings.

Program development is motivated by a mission that balances capacity and resource considerations with community need while maintaining a keen eye towards sustainability and the importance of integrated partnerships. As primary grant writer, the Executive Director must have the ability to conduct and analyze research and organize and manage large quantities of narrative and financial detail including annual organizational budgets and project plans and budgets.

### **Operational Management**

The Executive Director manages bank accounts, credit cards, bill paying, accounts receivable, and payroll in partnership with a part-time bookkeeper. All human resource functions including hiring, annual reviews, benefits, employee retention, pay equity, and team building are held by the Executive. The ED manages risk through policy development with the Board of Directors, maintaining organizational insurance, and monitoring the office environment and practices for safety and security.

### **Community Relations and Donor Cultivation**

The Executive Director is the primary ambassador and spokesperson for Resolve and reaches out to the community through networking and participation in a variety of civic, business, and other non-profit organizations.

The Executive Director makes direct, face-to-face solicitations with prospective new donors and maintains long-term relationships with existing donors. Enlisting staff, volunteers, and board members, the Executive Director generates new ideas for increasing donor revenue and loyalty and develops and executes the annual fundraising plan to include strategies for recognizing donor generosity.

### **Required Skills/Experience**

- Minimum master's degree or equivalent experience in the field(s) of conflict resolution, restorative justice, or related discipline and / or non-profit leadership and administration
- Theoretical and practical understanding of conflict resolution and restorative justice values, principles, and practices
- Demonstrated success building partnerships, coalitions, or community connected organizations.
- Proven ability to be the public face of an organization, generating support, enthusiasm and momentum for that purpose or mission.
- Excellent oral and written communication skills
- Excellent networking and relationship cultivation skills
- Proficiency with technology, including Microsoft Suite
- Experience in creating and managing budgets and performing financial oversight duties.
- Experience working with a Board of Directors
- Commitment to equity, inclusion, and a strengths-based approach to all aspects of practice

- Flexibility, humility, and a sense of humor,
- Commitment to conflict resolution education and restorative justice skills as a way to develop essential life skills and positively impact the social determinants of health.
- Self-starter, strong professional boundaries, ability to multi-task, see projects to completion.
- Valid State-issued driver's license and criminal background check required.

### Preferred Skills/Experience

- Grant writing for a variety of government and foundation requests for proposals
- Knowledge and skills in equity, cultural competency, and cross-cultural communication
- Knowledge of how trauma-informed practices and social determinants of health intersect with conflict mediation, restorative justice, and community building.
- Experience working with systemic and organizational change.
- Bilingual (English/Spanish)
- Completion of basic mediation training, according to the standards set by the Oregon Judicial Department for Civil Mediators, or ability to complete it within first year of hire.

### Physical Demands

- Must be able to travel to work locations across southern Oregon region.
- Must be able to help transport supplies (such as manuals, charts, easels, laptops) to various work and work-related locations.
- Standing, sitting, lifting 50 lbs. or less

### Other Duties as Assigned

### Requirements for Employment

- Pass a criminal background check.
- Valid Oregon driver's license or the ability to obtain one.
- Employees who work with community partners including but not limited to courts, community justice and schools may be subject to drug testing.

<b>Status</b>	Salary Exempt, Full Time
<b>Salary</b>	\$82K - \$90K depending on experience and matched skill set.
<b>Benefits</b>	11 paid holidays annually, generous ETO, health insurance, retirement match, flexible scheduling possible, a positive, warm, team environment
<b>Time Commitment</b>	40 hours/week expected. Limited evening and weekend work may be required.
<b>Start Date</b>	May 2024 (negotiable)

### How to Apply

Submit a single-page cover letter, resume, and a list of four professional references (including contact information). Email your application materials (in the form of clearly labelled PDFs) to the Resolve Board Transition Committee Chair at [Executive@resolvecenter.org](mailto:Executive@resolvecenter.org) In the subject line please type your full name and "Executive Director." **Open until filled. No phone calls please.**

*Resolve is committed to building a culturally diverse team of practitioners and strongly encourages applications from minority candidates. Resolve does not discriminate based on race, color, national origin, religion, sex, age, or disability in accordance with Federal and State law. In addition, Resolve does not discriminate based on gender identity or sexual orientation.*