

**EXECUTIVE DIRECTOR**

**Job Description**

The Dispute Resolution Center empowers people to resolve their disputes by providing direct conflict resolution services and training community members in those skills.  We envision a South Sound community that has and uses healthy and respectful conflict resolution skills.  We value personal empowerment, integrity, respect, collaboration, civility, and trust.

With the roots of community mediation included in the 1964 Civil Rights Act, the story of the DRC in Thurston County began in 1990 with the simple notion that residents can settle their own disputes and learn effective communications with the help of others who have learned practical, teachable and highly effective skills as impartial facilitators. The Dispute Resolution Center of Thurston County is one of 21 DRCs operating independently and collaboratively to serve Washington State.

**REPORTING**

The Executive Director is hired by the Board of Directors and reports to the Board regarding individual and organizational performance. The Executive Director receives an annual performance review.

**RESPONSIBILITIES**

The Executive Director is responsible for ensuring that the organization operates internally and externally in alignment with its strategic direction, mission, vision and values. The Executive Director leads the Leadership Team of managers who together implement the annual operations plan and oversee additional staff. The Executive Director also sets the organizational culture and team expectations, which include the following:

* As a learning organization, the Dispute Resolution Center staff and volunteers are encouraged to use a **strengths-based** approach and commit to adopting a **growth mindset**;
* All individuals take **responsibility** for what’s theirs in words, thoughts, and actions (or lack thereof).
* All individuals show **commitment** to the vision of the organization & see how their work contributes to the whole without need for additional, individualized incentives.
* All individuals maintain a belief that there is no us and them – just us; recognizing that these professional relationships are also personal. There must be continual commitment to **collaboration** and operating in good faith with one another, supporting successes and supporting areas of growth.

**ESSENTIAL LEADERSHIP DUTIES\***

* Develop & Lead Functional Operations of Programming, Staffing and Systems (30%)
* Lead Financial Accountability, Fundraising & Implementation of Strategic Direction w/Board (20%)
* Ensure Sustainable Business Model & Industry Alignment as Chief Professional Officer (20%)
* Support Community Collaboration by Serving as Visible & Trusted Community Leader (15%)
* Develop & Lead Internal Programs & Operations Leadership Team (15%)

\*Please also reference the Executive Director list of specific duties included in the DRC Roles Matrix.

**EDUCATION AND EXPERIENCE**

Master's or Bachelor's degree in nonprofit sector, social sciences or closely related field and five years' experience working in positions of increasing leadership and responsibility with public and/or non-profit organizations. Experience can include both paid and volunteer work.

**ESSENTIAL SKILLS AND ABILITIES**

* Understanding and commitment to the philosophy and roots of community-based mediation;
* Excellent oral and written communication skills, to include strategic impartiality;
* Commitment to work effectively with people from diverse backgrounds and perspectives;
* Ability to form, supervise, coach and maintain a cohesive, productive and sustainable work team; &,
* Sound knowledge of organizational and community development.

**SETS EXPECTATIONS OF TEAM**

**The Executive Director sets the organizational culture and team expectations, which includes modelling and upholding the following commitments to:**

* meaningfully engage in and contribute to ongoing learning and growth in regards to individual and collective awareness and action as it relates to development and stewardship of a diverse, equitable, inclusive organization that is representative of our broader community in volunteers, staff and clients.
* show commitment to the vision of the organization & see how their work contributes to the whole without need for additional, individualized financial incentives.
* take responsibility for what is theirs in words, thoughts, and actions (or lack thereof).
* maintain a belief that there is no us and them – just us; recognizing that these professional relationships are also personal. There must be continual commitment to collaboration and operating in good faith with one another. We celebrate one another’s successes and support one another’s areas of growth.

**CONDITIONS OF EMPLOYMENT:**

This exempt position is semi-flexible at 40 hours/week.  The salary range is dependent upon experience.  Benefits offered include pro-rated health coverage (based upon FTE), holidays, personal leave and agency-match contributions into a 403 (b) retirement account up to 3% of the position’s pre-tax salary.  If desired, a hybrid remote and onsite work schedule is arranged with the Board, in alignment with organizational protocols.

The Dispute Resolution Center celebrates diversity and is dedicated to creating an environment of mutual respect, inclusivity, and empowerment, free of discrimination and harassment. Equal employment opportunities are available to all applicants and teammates without regard to race, color, religion or belief, sex (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital, civil union, or domestic partnership status, physical, mental or sensory disability (that does not prohibit performance of essential job functions), genetic information, age, parental status, military service, or any other status protected under federal, state, or local law.

The Dispute Resolution Center is an at-will employer, which means that either the Executive Director or the DRC may terminate employment at any time, and for any or no reason. A newly hired Executive Director must successfully complete a 90-day probationary period, after which the decision to continue employment will be made.

**APPLICATION PROCESS:**

Submit cover letter, resume and three references (one of which must be a supervisor) to:

Dispute Resolution Center of Thurston County

Attn: Board of Directors

PO Box 6184

Olympia, WA 98507

In accordance with Washington State law RCW 43.43.834, all applicants are asked to complete a disclosure questionnaire to be used in determining character, suitability, and competence to perform in the position applied. This includes disclosure of any professional complaints, investigations or revocations of certifications, degrees or duties.  Providing false information, including omission of a material fact, may result in denial of employment or in immediate dismissal. Further, all applicants are required to consent to a background check in connection with the employment application and for employment purposes.

Complete, electronic applications will also be accepted at [board@mediatethurston.org.](mailto:at info@mediatethurston.org) Incomplete applications will not be reviewed.