



## EXECUTIVE DIRECTOR POSITION

UnifiEd | Chattanooga, Tennessee | Summer 2022

### **The Opportunity**

UnifiEd elevates the voices of parents, teachers, students, and community members from all walks of life to identify the change they want to see in our public schools and work with one another, the school system, and our elected officials to effect that change. We believe that if community members are informed about how to help teachers and students, given the training and tools to advocate for them – together we can ensure that every student has the opportunity to learn, grow, thrive, and prosper.

UnifiEd employs three full-time and nine part-time staff members and is governed by a 15-member board of directors. The organization seeks an energetic and skilled leader to leverage recent accomplishments and lead this us into the next chapter.

### **About UnifiEd**

UnifiEd is a community-led movement of parents, teachers, and residents who want every student in Hamilton County to have the chance to attend great public schools. As a membership-based organization members play a key role in guiding our priorities, projects, and goals. UnifiEd believes that community members who are informed, trained, equipped, and encouraged can make a real and lasting change.

### **Organizational Activities**

Whether it's organizing a roundtable to get teachers talking about what they need to be successful or giving community leaders access to data and tools to advocate for their schools, UnifiEd works with everyone to ensure all voices are heard. The Student Voice Team (SVT) has been recognized by the Hamilton County Board of Education, city, and county government, as well as state and national student voice organizations. Engaging voters in the 2022 Elections are a priority this year, and the relationship-building opportunities will lay the groundwork for years to come.

### **Position Summary**

The UnifiEd Executive Director (ED) will be the public face for UnifiEd as we build upon an eight-year track record of equitable and excellent public education initiatives. Working alongside the board, the ED is a key player in establishing and maintaining positive relationships with the local community, state, and national partners. This individual will be passionate about our mission, deliberate in developing plans to achieve it, and skilled in bringing resources to support the organization.

The ED will oversee advocacy and policy initiatives, manage operations including solid fiscal management, lead fundraising activities including grant-writing, provide leadership development of staff, and model positive civil discourse. Below are the primary duties and responsibilities of the Executive Director.

## **Management and Planning**

- Serve as primary staff contact with the Board of Directors, and partner with Board Chair and Executive Committee to ensure strong governance and best practices.
- Lead, develop, and coach staff to reach their maximum potential.
- Manage day-to-day operations including: fiscal, operational, and staff management.
- Develop and manage the organization's budget throughout the fiscal year; keeping board apprised of status and concerns. Oversee the annual audit and work with Finance Committee to create annual budget.
- Serve as UnifiEd liaison with community members, foundations, government officials, and other organizations/businesses.
- Work with the Membership Committee to develop a plan to grow UnifiEd membership and increase engagement with current members.
- Work with the Board to develop the next Strategic Plan and implement that plan by way of an annual operations plan with measurable outcomes.

## **Communications and Outreach**

- Build relationships with allies and potential allies, thereby developing partnerships with affinity groups that share our values and goals.
- Mobilize and support staff, board members, parents, community members, students, and teachers to participate in a wide variety of activities, including grassroots advocacy, press conferences, rallies and demonstrations, meetings, and leadership training.
- Act as a primary on-the-record spokesperson for the organization and cultivate messengers from the membership and community ranks.
- Lead discussions on complex issues within the organization as well as in the larger community.

## **Fundraising**

- Work closely with staff, board of directors, and membership to develop a strong base of individual donors.
- Interface with staff to capitalize on grant opportunities.
- Collaborate with membership to build a network of grassroots donors.
- Provide support and input on the board of directors' fundraising efforts.
- Develop relationships with foundations and major donors.

## **Advocacy and Organizing**

- Oversee extensive outreach to parent and youth groups, community organizations, congregations, advocacy groups, and other organizations.
- Lead organizational strategy development with an understanding of the local public policy landscape; anticipate and respond to challenges and opportunities; and propose program and resource shifts to meet those challenges/opportunities.
- Support training efforts including curriculum design and the integration of training with larger organizational goals.

## **Other Duties**

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the team member for this job. Duties, obligations, and activities may change at any time with or without notice.

## **Qualifications**

- Minimum Bachelor's Degree.
- Minimum 5 years of leadership experience in a nonprofit or governmental entity.
- Passionate about promoting and developing history.
- A proven record of fundraising including grant writing.
- Excellent communicator, skilled in developing new relationships.
- Financial management skills, including budget development and management.
- Strong project management skills with the ability to balance multiple projects, competing demands, and changing priorities.

## **Compensation**

- UnifiEd offers a competitive package of salary and benefits for full-time employees. Salary Range: \$90,000 to \$110,000 annually. Salary is commensurate with experience.
- Health Care: UnifiEd offers a robust health care plan for full-time employees.
- Retirement Plan: UnifiEd provides a 403b retirement plan with a 3% employer match.
- Vacation/PTO: Personal time off.

## **Work Environment**

This job operates in a professional office environment in a one-story building, with parking onsite. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

## **Position Type/Expected Hours of Work**

This is a full-time position, requiring a minimum of forty (40) hours per week. The office's regular days and hours are Monday through Friday, 9 a.m. to 5 p.m. However, some evenings and weekends are required. UnifiEd operates on a hybrid remote/onsite format.

## **Travel**

This position requires limited travel within Hamilton County, Tennessee.

## **Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Authorization & Background Check**

Must be authorized to work in the United States and the State of Tennessee. UnifiEd will conduct a comprehensive, in-depth background check prior to employment.

**AAP/EEO Statement**

UnifiEd is committed to the perspective of all voices and encourages diversity of applicants and within our organization. UnifiEd provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity, marital status, or political affiliation. In addition to federal law requirements, UnifiEd complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. UnifiEd expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of UnifiEd's employees to perform their job duties may result in discipline up to and including discharge.

**How To Apply**

Please send resume and cover letter expressing your interest in UnifiEd and this role to [search@communityconsultants.co](mailto:search@communityconsultants.co).