



Executive Director (Part-Time)

The National Coalition Building Institute (NCBI), Monterey County Chapter is seeking an experienced forward-thinking, self-starter to serve as its next Director.

About NCBI – Monterey County

NCBI Monterey County, was founded in December 1993 as a “non-profit, leadership training organization dedicated to ending discrimination, intolerance, and inter-group tension.” As a community chapter of NCBI International, we are a local organization with an international network.

NCBI MC brings people together across group lines including race, gender, sexuality, religion, age, disability and class. We provide training and education in schools and the community to increase understanding, promote acceptance, and reduce prejudice. We collaborate with public and private organizations to nurture leadership for social justice and provide opportunities for healing from the impact of oppression.

Over the years, we have reached over 20,000 Monterey County residents in hundreds of schools, businesses, government and non-profit agencies through workshops, consultations and programs, and by promoting dialogue and coalition building to address controversial issues at the root of conflict in our communities.

The duties and responsibilities include:

- Outreach, representation and building relationships in community – community organizations, public agencies, elected officials, media. Requires a presence in the community including in-person contact (as COVID protocol allows) and community involvement with a variety of local organizations
- Focus on sustainability and growth of the organization in support of the mission - Finance and fundraising, grant writing
- Board development and organizational relationships - Work with the Board President to develop, maintain and support a strong Board including functional board committees
- Program and contract oversight and development - Staff Development; work with NCBI facilitators to provide DEI training and consulting to client organizations and community
- Must provide own work space
- Additional Administrative duties (Date to be added TBD) will include:



- Assist in preparation and archiving Board of Directors meeting documents, grant proposals and tracking financial records.
- Create/maintain donor, member, and community database as well as managing written, email/phone correspondences.
- Participate in the planning of NCBI sponsored community events. Assist Fund Development Committee with implementing fundraising plan.
- Maintain weekly, monthly, and annual operations of the organization and various administrative tasks such as: recording and depositing payments received, processing invoices and sending payments, updating financial register, quarterly reporting to NCBI International, renewing insurance accounts, annual tax filing, etc.

Preferred Qualifications:

- Committed to anti-racist work and awareness of the cultural, social, and economic disparities in the community.
- Experience facilitating, teaching and/or conducting training in diversity, equity and inclusion or other relevant experience
- Excellent verbal and written communication skills
- Bachelor's degree or equivalent relevant experience
- Computer proficiency in Microsoft Office and Google Suite.
- Creative user of social media applications (Instagram, Facebook). Experience with websites (WordPress), email marketing (Constant Contact) is a plus.
- Ability to work effectively in collaboration with diverse groups of people
- Able to be flexible and work collaboratively with a non-traditional organizational structure.
- Community organizing experience is a plus.
- Work remotely; flexible schedule, including some evenings and weekends.
- Own vehicle, valid driver's license, and clean driving record required.

Exact hours to be determined with successful candidate, but flexible estimated 10-15 hours per week, including some evenings and weekends.



This is a part time position, however the hours and compensation would increase if contracts and additional funding sources are secured by the Chapter Director. Additionally, under the current structure, there is a part time Chapter Administrator whose responsibilities would be added to the Chapter Director's duties and which would increase both the hours worked and the compensation (Date TBD).

Compensation/Benefits: \$25-30/hour, estimated 10-15 hours/week.

Please email your resume and a cover letter in a single PDF to: ncbimc@gmail.com with the subject: “(Your last name) – Director”

NCBI - MC is an equal opportunity employer committed to involving and empowering people of all backgrounds. We value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to the organization. The ideal candidate will have many of the skills outlined in this job announcement. However, if you fit most but not all the qualifications, please do apply. In your cover letter, please do not restate information we will find in your resume. Be direct about your strengths and interests and tell us why you would be an amazing fit with NCBI - MC. Resumes without a cover letter will not be considered.

Open until filled. Projected start date 2/1/22.