

THE NEBRASKA MEDIATION CENTER JOB DESCRIPTION

A review of this description has excluded the marginal functions of the position. All duties and requirements are essential job functions and are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or clients. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

TITLE: Executive Director
REPORTS TO: Chairperson of the Board of Directors
FLSA: Exempt
SALARY RANGE: \$60k-\$70k
DATE WRITTEN: 2021

POSITION SUMMARY

Directs all operations of the Nebraska Mediation Center in a professional manner and within given timeframes. Actively engages in implementing and supporting the mission of the Nebraska Mediation Center "To promote and provide peaceful, affordable ways to resolve conflict among individuals, families, organizations and communities in the 24 counties of northeast and north central Nebraska and four Tribal Nations.

ACCOUNTABILITIES

1. Maintains agency fiscal and budget documents and records in accordance with general accepted accounting principals.
2. Secures organization funds.
3. Implements and fosters relationships with private and public entities.
4. Directs, supervises and leads mediators.
5. Directs, supervises and leads staff.
6. Fosters good communication with Board of Directors.
7. Other duties as assigned.

RESPONSIBILITIES AND DUTIES (The listed responsibilities and duties may not include all that are assigned).

1. Maintains agency fiscal and budget documents and records in accordance with general accepted accounting principals.
 - a. Develop and monitor annual budget.
 - b. Monitors grants, grants receivables, program receivables and unrestricted receivables.
 - c. Reconciles fee for services accounts.
 - d. Allocate flexible resources in accordance with center needs.
 - e. Completes accounts payable duties to include but not limited to ensuring expenditures are charged to appropriate accounts and verifying invoices for payment.
 - f. Monitors annual tax forms and government records.
 - g. Monitors maintenance of financial documents with supporting data.
 - h. Coordinate annual audit.
 - i. Plan and supervise center space and inventory.
2. Secures center funds.
 - a. Research available sources of revenue.
 - b. Completes necessary paperwork to secure funds.
 - c. Keeps Board of Directors informed of developments.
 - d. Secures funds for special projects by writing grants.

3. Implements and fosters relationships with private and public entities to promote center.
 - a. Actively seeks opportunities to give center community exposure.
 - b. Conduct speaking engagements to promote center.
 - c. Ensures release of adequate print and electronic communications to the media.
 - d. Attends functions relevant to center interest areas.
 - e. Develop and maintain good relationships with the Judges, Court Clerks and County Attorneys throughout the 24 NMC counties and 4 Tribal Nations.
 - f. Develop and maintain good relationships with the Probation Chiefs and officers and the Department of Health and Human Services supervisors and caseworkers throughout the 24 NMC counties and 4 Tribal Nations.
4. Recruit, direct, supervise and lead mediators.
 - a. Recruit mediators to ensure adequate mediators are available to meet center needs.
 - b. Coach, assist and lead mediators in reaching full potential within established timeframes.
 - c. Provide appropriate feedback within established timeframes to mediators to ensure compliance with mediation standards.
 - d. Assign mediators to conduct mediation activities.
 - e. Plan and facilitate mediator in-service training within established timeframes.
 - f. Participate in a minimum of three ODR trainings per year.
5. Directs, coaches, supervises and leads staff.
 - a. Hires and orients center staff.
 - b. Provide administrative supervision to center staff.
 - c. Provide leadership and coaching to staff in reaching full potential within established timeframes.
 - d. Conduct annual staff performance evaluations within established timeframes.
 - e. Conduct staff meetings and planning within established timeframes.
 - f. Attend management and leadership continuing education as need determines or as Board of Directors determine necessary in consultation with Executive Director.
6. Fosters good communication with Board of Directors.
 - a. Recruits for board membership.
 - b. Provides orientation to new members.
 - c. Plans and coordinates Board meeting agenda.
 - d. Presents actions of the Board in a positive manner to staff.
 - e. Presents actions of the staff in a positive manner to the Board.
 - f. Implements center policy and reports recommendations.
 - g. Evaluates programs and reports findings.
7. Other duties as assigned.
 - a. Ensure the Nebraska Mediation Center has a visible, positive image throughout the service area and beyond.
 - b. Ensure fair distribution of program opportunities for all counties.
 - c. Ensure ODR reports and requirements are met.
 - d. Participate in ODR meetings, as necessary.
 - e. Maintains harmonious working relationships with co-workers and the public.

KNOWLEDGE, SKILLS, AND ABILITIES (These may be acquired on the job and are needed to perform the work assigned).

- Familiarity with the principles and the practices of mediation and/or restorative justice.
- Ability to facilitate conferences in a variety of settings (i.e., juvenile justice, family group conference, and in the community).

- Ability to communicate effectively with a variety of individuals from diverse backgrounds.
- Ability to communicate orally and in writing, with individuals and groups.
- Ability to physically meet the requirements of the position (e.g., travel long distances).
- Ability to work varied hours, including occasional evenings and weekends.
- Knowledge of accounting principles, mathematics, business principles, non-profit operations, development and government regulations.
- Experience in authoring grant proposals.
- Ability to organize activities and time.

MINIMUM QUALIFICATIONS (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluation processes).

United States citizen, a national or permanent resident.

A minimum of three years documented experience in a top management, leadership or business-related position (Preference for hire may be given to candidates with documented education equivalent to a Bachelor's Degree in Business, Conflict Resolution, Restorative Justice, Criminal Justice, Public Administration, Human Services, or related field as determined by Board of Directors.

Experience in public speaking.

APPLICATIONS ARE NOW BEING ACCEPTED FOR THIS POSITION

PLEASE SEND YOUR RESUME TO:

**Jane Martin-Hoffman
Interim Executive Director
Nebraska Mediation Center**

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