

## Position Announcement

(Accepting Applications through May 3, 2024)

### Position: Executive Director

**Hours:** Full-time salaried position approx. 40 hours per week with additional hours as required

**Reports to:** The Resolution Center (TRC) Board of Directors

**Pay Range:** \$55,000—\$65,000 with additional consideration for experience

**Benefits:** Paid Time Off and Optional Benefit Stipend

**Position Summary:** The Executive Director provides oversight of all strategic and operational responsibilities including fiscal health, program development, and administrative direction.

**The Resolution Center in Beatrice, Nebraska, is currently seeking an Executive Director. The Resolution Center is a Nebraska Office of Dispute Resolution-approved non-profit mediation center that serves a 16-county regional area. The ideal candidate should have the following skills, be able to perform the following duties, and meet the following qualifications.**

#### Skills:

- Demonstrated ability and desire to lead
- The ability to collaborate effectively with people of various backgrounds
- The ability to thrive in a fast-paced environment while managing multiple team members
- The ability to provide sound financial management
- Grant writing, program development and program management
- The ability to effectively advocate for a non-profit organization at the regional level
- The ability to engage in direct outreach to institutional parties including courts and schools on behalf of a non-profit organization
- The ability to engage with key stakeholders and members of the community on behalf of a non-profit
- The ability to effectively market and promote a non-profit organization
- The ability to monitor and ensure compliance with policies and procedures as defined and required by state regulations, funding agencies, and the Board of Directors
- The ability to obtain and maintain information such as significant developments and trends in mediation and dispute resolution
- The ability to engage in effective written and verbal communication
- Proficient in Microsoft Office (including Word, Excel, PowerPoint, Outlook) and efficiently utilize internet browsers and web-based resources.

## **Duties:**

- **Leadership:** The ideal candidate will develop and grow the organizational infrastructure of TRC to become self-sustaining through resource and financial development. They will promote employee and affiliate engagement and development for positive organizational health. The ideal candidate will also participate in strategic planning and development with the Board of Directors while guiding the goals and objectives of TRC
- **Promotes The Resolution Center:** The ideal candidate will share TRC's values, vision, and services with agencies, organizations, and the general public to grow TRC's reach.
- **Personnel Oversight:** The ideal candidate will handle recruitment, employment, and development of paid staff and affiliate mediators.
- **Budget and Finance:** The ideal candidate will handle the submission of grants, development and approval of contracts, creation and implementation of the annual budget, and on-going fiscal reporting.
- **Reporting:** The ideal candidate will provide routine and accurate reporting on the condition of TRC and other important factors to the Board of Directors.

## **Qualifications and Requirements**

### **Qualifications:**

The ideal candidate will have a Bachelor's Degree in a relevant field as required, however a Master's or equivalent is preferred. They must have completed or be willing to complete training including but not limited to Basic Mediation and Family Mediation as provided by the Nebraska Mediation Association. The ideal candidate should be willing to complete additional training including Specialized Alternative Dispute Resolution, Pre-Hearing Conference (including Permanency Planning Review and Termination of Parental Rights, and Family Group Decision Making).

### **Basic Requirements:**

The ideal candidate will be able to lift 25 pounds, have a current and valid government issued driver's license, proof of automobile liability insurance and their own transportation. They must be willing to travel as needed throughout the 16 counties in the TRC service area.

To apply, please submit a resume with a cover letter to Nicole Mason, Board President, with the subject line "Executive Director" at [info@theresolutioncenter.org](mailto:info@theresolutioncenter.org).