



MEMPHIS BRANCH NAACP Job Description

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: MEMPHIS BRANCH NAACP PRESIDENT

TYPE: FULL-TIME

PURPOSE OF JOB: To provide professional leadership and assistance to the Officers and Executive Committee in making the NAACP an effective and viable organization; to administer the implementation of Executive Committee policies and plans toward the accomplishment of NAACP goals; to be responsible for the day-to-day operation, development and growth of the NAACP.

JOB FUNCTION: To develop and execute advocacy initiatives under the leadership of the President of the Memphis Branch, consistent with the goals of the national NAACP and the strategic plan of the Memphis Branch, as approved by its Executive Committee, to accomplish the mission of the NAACP "to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate race-based discrimination."

A. **Principal Responsibilities:**

1. **Board Relations:**

- a. Reports directly to the Branch President of the Memphis Branch NAACP. Works with the President or his/her designee in implementing approved Executive Committee policies, procedures and decisions, in coordinating work of Standing Committees, and in developing strategic planning goals.
- b. Works with Branch President in implementing National NAACP advocacy efforts and to ensure compliance with National NAACP policies and procedures.
- c. Assists the President in planning and preparing Committee Agendas providing all supportive background information.
- d. Attends Committee meetings in an ex-officio capacity. Make reports on progress, major problems, and review of staff work. Supervises the writing of minutes for Committee meetings and the mailing of minutes to Committee members immediately following each Committee meeting.
- e. Serves as a consultant on all Standing Committees; facilitates the preparation of materials needed by each committee. Coordinates the work of committees.

2. Fund Development/Fundraising

- f. Serves as chief fundraiser for the Memphis Branch NAACP. This includes corporate sponsorships, oversight and/or coordination of fundraisers, and member events.
- g. Coordinates a development strategy and branch membership and retention efforts, with involvement and assistance of President and Executive Committee members and other volunteers.
- h. Works with the President and the Executive Committee to raise funds for the NAACP. Coordinates branch membership recruitment and retention efforts.
- i. Prepares all issue related media communication and keeps the Committees informed of activities, problems and/or progress between Committee meetings.

3. Staff Planning and Oversight:

- a. Administers staff operations to implement goals within the framework of Committee policies and the approved budget.
- b. Carries responsibility for recruitment, employment and release of employed staff.
- c. Responsible for oversight of all branch staff and advocacy programs funded by grant resources.
- d. Develops job descriptions, work plans and staff objectives
- e. Maintains needed personnel records for all staff members; and prepares an end of year report on used vacation time and sick leave to the Finance Committee, Human Resources Committee and President.
- f. Maintains a positive, professional climate that attracts, keeps, and motivates a diverse, productive staff.

4. Grants and Program Management

- a. Provides leadership in developing program, organizational and financial plans with the “board” and staff, and carry out plans and policies authorized by the Executive Committee; administers the NAACP’s grant policies and procedures as established by the Executive Committee and the funding agencies and ensures program compliance and fiscal integrity.
- b. Serves as branch liaison to all program funding sources (Federal/State/Local)
- c. Keeps the President and Executive Committee informed of community needs which, when consistent with the NAACP’s mission, may be addressed by the NAACP’s leadership.

- d. Understands the needs of those served, and maintains a working knowledge of significant developments, trends and emerging issues in the areas of Economic Sustainability, Education, Health, Public Safety and Criminal Justice, Voting Rights and Political Representation, and Expanding Youth and Young Adult Engagement.
- e. With the approval of the NAACP's Executive Committee, initiates solutions to community problems by coordinating non-profit initiatives, resources, services, and volunteers.
- f. Creates community awareness of the goals and objectives of the NAACP programs and initiatives. Serves as spokesperson for the NAACP to the general public and other community organizations.
- g. Establish sound working relationships and cooperative arrangements with community groups and organizations, including local NAACP College and Youth chapters.

5. Financial Management

- a. Administers the financial policies and procedures as developed by the Branch Treasurer and Executive Committee and advises the Executive Committee of problems and/or needed changes in such policies.
- b. Works with Branch Treasurer to develop the annual operating budget and capital needs of the NAACP for recommendation to the Executive Committee at its annual meeting. Works with finance committee to develop and implement branch fundraising objectives.
- c. Supervises staff operations of the accounting system and all financial records.
- d. Develops and maintains sound financial practices in the day-to-day operation of the branch.

6. Membership Management

- a. Oversees and manages the membership database. Works with Treasurer, Tennessee State Conference of NAACP Branches and National NAACP to ensure the accurate posting and accounting for new members.
- b. Maintains an accurate count of Youth and Regular Adult memberships and new and recurring payments for Life Memberships; facilitates reconciliation with National databases.
In general, new memberships should be submitted immediately and/or on a monthly basis.
- c. Maintains the NAACP privacy standards regarding protection of the membership database and maintains confidentiality of membership numbers and strength.
- d. Oversees the planning, implementation, execution and evaluation of membership events. Organizes such events in conjunction with Membership

Committees for NAACP-sanctioned events such as Membership Laydown, Teenager of the Year Contest and Freedom Fund Gala and for other events approved by the Executive Committee. Ensures that every Branch event has a membership component to attract additional members.

Skills Required

- Must be able to work at a high level of accuracy
- Must be able to adhere to National NAACP and Branch Policies and Procedures and maintain a good working relations with State NAACP office
- Must be able to work under pressure
- Must be proficient with computer skills and computer programs (Word, Excel, PowerPoint, etc.)
- Must be an excellent and effective communicator with good social and analytical skills
- Must be able to drive and attend events during the day, night and weekends
- Must be willing to travel to out of town conferences and other job related events
- Must stay up-to-date on current events of likely interest to the NAACP

Education and Qualifications

- Bachelor's Degree or higher in Public and Nonprofit Administration, Business, Marketing, Education, Social Services or related degree area and 3-5 years of Management and/or Supervisory Experience
- Above average skills in Fundraising, Program Management and Public Speaking
- Demonstrated concern for people of color and the ability to advocate effectively on issues of discrimination and social justice
- General knowledge of legal and social issues as well as available remedies provided through various community service agencies as well as city, county and state policies and services

Compensation

Salary

\$50,000 annually plus benefits, including health and life insurance, retirement, vacation and sick leave.

Bonus

Opportunity to increase income above base salary, i.e., a performance bonus of 5%-10% may be approved at the discretion of the Executive Committee for new fundraising revenue/sponsorships generated during a calendar year. Details to be discussed prior to commencement of employment and thereafter initiated by annual recommendation of the president to the Executive Committee.

To apply for this position, send your resume via email to:

Sherry Boyce, Office Manager, Sherry@NAACPMemphis.org

Deadline for applications: June 5, 2017

NO PHONE CALLS PLEASE.