

## **JOB DESCRIPTION – EXECUTIVE DIRECTOR**

### **Summary:**

The Executive Director serves as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the **Middle Passage Ceremonies and Port Markers Project (MPCPMP)**. The Executive Director reports to the Board. The MPCPMP Executive Board is a working component of MPCPMP and assists with operational functions. To learn more about the MPCPMP, visit <https://www.middlepassageproject.com/>.

### **Supervisory Responsibilities:**

The Executive Director provides the leadership, management, and vision necessary to ensure that the MPCPMP has administrative procedures and human resources in place to operate the organization effectively with financial strength and efficiency.

- Oversees the daily administration of the organization by implementing policies, procedures, and programs
- Drafts and implements performance standards
- Conducts performance reviews for staff

### **Duties/Responsibilities:**

- Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization
- Drafts, presents, and recommends organizational policies and programs to the Board
- Provides reports and interacts with the Board of Directors regarding operational performance, strategic plan benchmarks, and goals
- Partners with staff, contractors, and vendors to achieve optimal results
- Oversees the human resource function
- Oversees preparation of the annual budget and financial reports
- Facilitates periodic audits and compliance activities for the organization
- Oversees research and documentation related to Middle Passage arrival sites through and in partnership with the Board
- Develops and maintains relationships, through and in partnership with the Board, with organizations at Middle Passage arrival sites to facilitate the installation of markers and the development of ceremonies honoring African ancestors who perished and those who survived the Middle Passage
- Collaborates with non-profits and institutions (especially with **MPCPMP-affiliated** organizations)
- Supports and directs community activities to build and maintain relationships with the public and various organizations

- Participates with affiliates and associations to enhance skills and best practices information for the **MPCPMP**
- Implements the measurement and assesses the effectiveness of all processes, internal and external, to include timely, accurate, and complete reports on the operation of the organization
- Recommends and maintains an organizational structure and staffing levels to accomplish the organization's mission and vision
- Serves as a role model/mentor to staff
- Executes/performs other duties as requested and assigned by the Board of Directors

**Required Skills/Abilities:**

- Understands, communicates, and remains true to the **MPCPMP** mission
- Demonstrates strong supervisory and leadership skills
- Has a demonstrated history of effective leadership
- Demonstrates excellent verbal and written communication skills
- Has at least 5-7 years of work experience in education, community-based organizations, and historical/cultural program management
- Has the ability to establish and maintain supporting relationships with community residents and leaders, academic institutions, non-profit and government agencies, community leaders, and the general public
- Has excellent organizational skills and pays attention to detail
- Has strong analytical and problem-solving skills
- Is capable of managing multiple priorities in a high-paced and, at times, stressful environment
- Is proficient with Microsoft Office Suite and related software
- Can work on a variable schedule based on the needs of the organization

**Education and Experience:**

- Has a degree in education, history, African American studies, anthropology, museum studies, or a related field; bachelor's degree required, master's degree highly preferred
- Has at least five to seven years of administration and/or management experience related to the **MPCPMP's** mission, with leadership experience highly preferred

**Travel:**

- Less than 20%

**Compensation:**

- Salary Range of \$85,000 to \$95,000 with benefits.

### **Physical and Mental Requisites:**

- Extended periods of standing and/or sitting; some lifting may be required
- Capable of lifting and/or moving materials and equipment weighing up to 20 pounds
- Able to meet stringent deadlines and handle demands in meeting the expectations of service levels
- Specific vision abilities that may be required to include close vision, peripheral vision, and depth perception
- Capable of working on a computer for extended periods of time
- Meeting the physical and mental demands described here is representative of any employee successfully performing the essential functions of this job
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The environment is primarily remote work.
- The noise levels in the work environment are within prescribed OSHA limits.

### **Employment Eligibility:**

The **MPCPMP** is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees based on age 40 and over, race, sex, color, religion, national origin, disability, veteran status, genetic information, and the statuses protected by Title VII of the Civil Rights Act of 1964. In addition, the **MPCPMP** prohibits unlawful discrimination based on sexual orientation and gender identity or expression.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.