

# JOB ANNOUNCEMENT

v.12/9/19

<b>Title</b>	Executive Director
<b>Organization</b>	Eschaton Foundation and Resource Center for Nonviolence
<b>Location</b>	Santa Cruz, California
<b>Reports to</b>	Board
<b>Hours:</b>	Full-time

**APPLICATIONS NOW BEING ACCEPTED.** Applications encouraged by January 15, 2020. Position open until filled. Salary commensurate with experience and qualifications. Projected starting salary: \$56,000 - \$65,000 with benefits.

## **Responsibilities** (percentages are approximate time allocation)

1. **Leadership:** Guide the organization toward strategic plan goals. = 5%
2. **External Relations:** represent RCNV in the community to promote programs and engage new and existing donors and community partners. =15%
3. **Staff Culture and Office Management:** Foster a collaborative working environment, encourage professional development and accountability, perform general office management. Supervise all RCNV employees and volunteers. = 10%
4. **Program:** Develop, support and collaborate in nonviolence education and training programs. Organize, maintain, design, and produce digital and printed materials. = 20%
5. **Board of Directors:** Serve as chief liaison to the Steering Committee/Board of Directors. Support policies and procedures; foster a fund development culture. = 5%
6. **Finance and Operations:** Serve as the Executive Director of both the Eschaton Foundation and the Resource Center for Nonviolence. = 20%
7. **Property Management** of the 612 and 614 Ocean Street property.
8. **Fund Development:** Fundraising and fund development with key donors, businesses, and foundations. Coordinate Network for Good Donor Management System, fundraising appeals and events. Cultivate donor relations; Market the facilities for rental use. = 25%

## **EXPERIENCE/QUALIFICATIONS**

### **Experience**

- Nonprofit organizational management
- Social change work
- Ability in pursuing diversity, equity and inclusion

### **Skills**

- Nonviolent Communication or similar
- Financial Management
- Public speaking
- Writing
- Manage and support staff and volunteers
- Working with a governing board
- Hearing different points of view and building consensus
- Multiple methods of communication within the organization and beyond
- Promotion in social media and print
- Some graphic design skills
- Ability to learn and manage Network for Good donor and contact management software

## **Personal Characteristics**

- Community builder
- Collaborator
- Communicator
- Strong sense of responsibility
- Organized, responsive, and attentive to details
- Willing to do everyday tasks
- Commitment to growth in nonviolence, antiracism, gender respect, conflict management, team building
- Able to speak to a crowd and organize a mailing

## **Required**

- Flexible schedule, with some evening and weekend responsibilities.
- Able to travel to meetings around the County

## **Education**

- BA or comparable
- Nonprofit management training or experience

## **Preferred**

- Antiracism training
- Community organizing training
- Fundraising training
- Nonviolent action training
- Bilingual Spanish/English
- Knowledge of nonviolent movements
- Live in Santa Cruz County

## **Compensation**

Salary commensurate with experience and qualifications.  
Projected starting salary: \$56,000 - \$65,000 with benefits.

## **TO APPLY:**

Please send a cover letter and Resume as PDF or MS Word Document to:

**Attn' Personnel Committee Resource Center for Nonviolence,  
612 Ocean St., Santa Cruz, CA 95060 Or via Email: [rcnvhire@gmail.com](mailto:rcnvhire@gmail.com)**

## **DETAILS:**

### **About the Opportunity**

The Resource Center for Nonviolence Steering Committee will hire an Executive Director to lead essential functions for the organization.

Reporting to the board of directors, the Executive Director is responsible for achievement of the organization's mission and strategic objectives. This is an excellent opportunity for a service-minded community leader who will help propel this dynamic organization to even greater success. The ideal candidate will come with exceptional interpersonal skills and a collaborative management style that facilitates the growth of the organization. S/he will have both a strategic and hands-on approach to

leadership and operations, be adept at analysis, strategic planning and forecasting, and have a demonstrated commitment to RCNV's mission.

## **Mission**

The Resource Center for Nonviolence (RCNV) is the primary program of the Eschaton Foundation, a 501(c)3 tax-exempt, non-profit corporation. RCNV serves local and regional communities with public education and training programs for activists seeking to combine personal and political nonviolence. RCNV advocates nonviolent action for justice, peace, human rights, racial equity, gender equity, and a life-sustaining environment. RCNV hosts community groups and nonprofits doing their own work for a better society. RCNV brings people together for reflection, action, celebration, and community. RCNV is fiscal sponsor for select projects outside RCNV that express the mission of nonviolence.

## **About the Organization**

The Resource Center for Nonviolence is an independent peace and justice center with the explicit mission of nonviolence. RCNV was founded in 1976, moved to its current location in 2011, and remodeled the facility to house a kitchen, accessible bathrooms, and 3 meeting/event spaces for public use. RCNV has operated with volunteers and a half-time staff cooperative for 43 years, and now sees the necessity of full-time leadership.

This year RCNV is conducting Kingian Nonviolence Trainings, cooperating with the Santa Cruz County Community Coalition to Overcome Racism in conducting racial equity trainings and working for Palestinian rights through the Palestine Justice Coalition. It organizes a Cultural Exchange to Selma, Alabama, a Youth Day on Dr. Martin Luther King, Jr. weekend with the NAACP, offers book groups, hosted the Puente Resource Fair for migrants, and displayed exhibits on "Art and Human/Nature," Latinx print expressions, and "Unapologetically Black" art. RCNV hosted United We Dream's "Summer of Dreams" organizer training, and is convening George Lakey's Training for Trainers in "How We Win" nonviolent action campaign strategies. Speakers and films from social movements around the world are presented at RCNV. Nonviolent Communication and the Conflict Resolution Center rent facilities at RCNV.

## **Organizational Changes**

The Resource Center for Nonviolence Steering Committee has set these Strategic Goals:

- 1. Implement a new leadership structure for RCNV day-to-day operations.**
- 2. Define a coherent nonviolence education strategy for RCNV and integrate all activities consistent with it.**
- 3. Identify budget needs for the next 3 years and put a plan in place to fulfill/fund it.**

Four Subcommittees composed of Steering Committee, Board, and Staff members are now working to further define and implement these strategic objectives.

RCNV will retain a half-time Program and Volunteer Coordinator and a half-time Facility and Technology Manager. The Steering Committee and Board have decided that future service and growth will best be led by a full-time Executive Director, working collaboratively with the Board, paid staff, and volunteers.

Many responsibilities of guiding the organization are being transferred from two half-time staff members and one volunteer Eschaton Executive Director, all of whom will continue as volunteers to aid transition and help build the organization they love.

## **More Information about RCNV**

See the RCNV website at [rcnv.org](http://rcnv.org) for Mission Statement, History, 2019 Budget, Facility Users, and further information about the Resource Center for Nonviolence.