

# Orange | Restorative County | Justice Center

Position: Executive Director

Responsibilities: Oversee strategic implementation of the mission and vision of OCRJC

## Organizational Relationships

Reports to: Board of Trustees

Supervises: Post-Conviction Program Director, Finance and Operations Manager, Pre-Conviction Program staff, contractors and other staff and interns as needed

## OCRJC's Vision

That the everyday life in Orange County communities is safe, just and provides opportunities for all people to thrive.

At the OCRJC we believe it is possible to build and advocate for a just and healthy community by using restorative programs to address legal issues, wrongdoing, conflict, and the needs of harmed parties.

OCRJC is a 501(c)3 non-profit, established in 1981. The organization provides state-funded restorative justice, harm reduction, re-entry and transitional housing programs and privately funded restorative practices education and consulting to address community needs.

## Purpose of Position

The Executive Director guides OCRJC's efforts to create just communities in Orange County, Vermont. In addition to providing leadership in strategic planning toward actuating OCRJC's vision, the ED supports and co-creates an organizational culture based in equity, restorative practices, high quality programming and teamwork, balanced with trauma-informed care, inclusive decision making, and work-life balance. The ED is responsible for effectively executing OCRJC's grants and contracts, providing fiscal oversight for the organizations \$700k+ budget, seeking and securing new grants and other funding sources, overseeing the hiring, employment and supervision of 8 staff, 2 interns and over 30 volunteers, providing program management for pre-conviction programs and supporting the post-conviction program director, building and maintaining relationships with community stakeholders and statewide partners, and supporting the creation and implementation of new programs and services. You can find much more information on our website about our organization, staff, programs and partners— <https://ocrjvt.org>.

The Executive Director is supported by an active board of trustees who are thought leaders and crucial partners in OCRJC's efforts to create just communities in Orange County, a finance and operations manager and post-conviction program director. In addition, OCRJC's culture supports a team environment where the voice, experience and insights of all staff provide valuable support to the Executive Director in all aspects of OCRJC's work.

## OCRJC's Core Values & Leadership Philosophy

Underlying the OCRJC Core Values and Leadership Philosophy is a similar set of values found in restorative justice. These values include respect, humility, growth, accountability, interconnectedness, inclusivity, and dialogue. OCRJC strives to be a place where we:

- Treat each other with respect and honesty, and work collaboratively to achieve mutual goals;
- Recognize our team is strengthened when leadership, staff, and volunteers include people of diverse races, ethnicities, backgrounds and identities;
- Are in a learning stance, continuously looking for opportunities for learning, training, continuous improvement to enhance our effectiveness and carry through on quality programs;
- Maintain a positive, supportive, professional approach to our work and appreciate our collective successes and setbacks. We share accountability for organizational decisions and bring transparency to our decisions;
- Appreciate the good work, accomplishments, and hardships of others in the organization. It is comfortable in this supportive environment to be vulnerable;
- Take the initiative and work constructively to solve problems affecting our program participants, enlisting the help of others when appropriate;
- Support the wellbeing of staff through work-life balance, understanding of current health and family issues, fair compensation, effective use of the talents, resources, and opportunities;
- Provide support for staff experiencing the impacts of trauma, including past and secondary (vicarious) trauma;
- Recognize small moments of joy through creativity, pets, plants, art, good food and laughter, supporting a healthy workplace.

The leadership philosophy at the OCRJC:

- Is team driven with shared decision making;
- Fosters an environment of candor and transparency, where challenges, mistakes and failures can be openly shared;
- Supports work/life balance and trusts staff to be accountable for their work;
- Fosters inclusive planning and decision-making, creativity and learning;
- Forges relationships in the community that bring diverse perspectives;
- Plans for funds to put toward learning, development, fair wage and benefits;
- Listens to all voices and takes them into consideration;
- Is collaborative and grounded in shared Core Values;
- Uses inquiry, listening, dialogue, fairness, and restorative practices;
- Helps to remove obstacles, develop systems, and access organizational and community resources;
- Builds collegial, trusting, reciprocal environment for feed-back and for celebration;
- Provides ongoing, clear communication about the work and direction, and helps to create relevant goals and annual work plans; and
- when leadership makes a decision, they ensure the full team can influence and impact decision-making and outcomes, guided by a core belief that people closest to the work know best how to do it and can be trusted.

## Internal Organizational Duties

- Manifest OCRJC's Core Values & Leadership Philosophy throughout its operations and culture, prioritizing inclusive decision making, staff well-being, high-quality, equitable programming, and equity overall for those marginalized by our institutions and systems.

- Support staff well-being, growth and development, and accountability to OCRJC culture and policies, program participants, high-quality programming and efficient work.
- Support the Board of Trustees in their duties to provide fiscal oversight, risk management and strategic leadership of OCRJC.
- Assess risks to OCRJC, staff, volunteers and participants and take appropriate actions to reduce exposure to risks.
- Lead the search for and hiring of new staff, supporting their successful onboarding. Provide or ensure staff supervision and oversee appropriate action to address staff performance, including improvement plans and dismissal when needed.
- Support a non-judgmental, safe and welcoming environment for youth, families and adults involved in the criminal legal system, as responsible parties or harmed parties.
- Lead development of organizational policies with staff and board, and ensure adherence to existing policies
- Assure OCRJC's adherence to confidentiality policies and reporting mandates and ensure a process to effectively train and guide staff and volunteers in adhering to these policies.
- Oversee maintenance and improvements to OCRJC's historic office building.
- Join in collaborative approach to office management, including answering phones, tidying up, etc.
- Maintain a schedule of 40 hours per week, primarily during normal business hours Monday-Thursday 8:30-4:30, in-person at the Chelsea office, with Friday a remote workday. This work requires regularly flexing of scheduled hours to accommodate after hours meetings with community volunteers.

#### Program Duties

- Develop a deep knowledge of state-funded restorative justice programs and ensure OCRJC adopts best-practices in implementing RJ programming.
- Ensure effective grant and contract execution, including the timely reporting of quarterly and annual data, progress reports for all grants and contracts.
- Serve as program director for pre-conviction programs, overseeing the implementation of 6 programs and providing staff supervision.
- Provide case management support, as needed, due to staff absence, conflicts or interests, etc.

#### Financial Duties

- Seek and secure funding to maintain and enhance OCRJC's programs through grant writing, an annual appeal, donor relationships, town appropriations, etc.
- Provide fiscal oversight of all spending, in coordination with the financial manager and external CPA, adhering to OCRJC's financial policies, including the creation of the annual budget, reporting to the board of trustees, and participation in an annual fiscal review/audit.
- Prepare financial reports, in coordination with the financial manager, to meet all contract and grant requirements.
- Oversee the strategic planning and investment of OCRJC's funds to ensure stable and sustainable organization operations.

#### External Duties

- Maintain key relationships with local partners and stakeholders, including the Orange County Court, State's Attorney, public defenders, local law enforcement and Probation and Parole office, community mental health providers, domestic and sexual violence survivors' network and social services agencies. Attend county stakeholder meetings, playing active role in coalition activities and initiatives.

- Seek contracts with local partners to bring OCRJC restorative services and education to their communities.
- Attend and engage with the statewide restorative justice community, attend meetings as required, and maintain OCRJC's leadership role in advancing restorative justice through statewide collaboration.

### Desired Minimum Qualifications

#### Education and Experience

- Bachelor's degree (or equivalent) in public administration, human services, social work, criminal justice, education or related field OR five years of experience in the above areas.
- Minimum of four years' experience in a management role that includes staff supervision, financial oversight and grant development.
- Must have demonstrated exceptional organizational and systems management skills.
- Must have demonstrated commitment to equity and inclusion.

#### Necessary Knowledge, Skills and Abilities

- Knowledge of and sensitivity to: 1) trauma and mental health issues 3) addiction and recovery 4) poverty and homelessness 5) racial injustice and oppression of marginalized communities
- Working knowledge of the legal and social service systems
- Skill in managing crisis situations and addressing conflict
- Experience in community development
- Ability to establish and maintain collaborative working relationships with employees, board of trustees, community partners and stakeholders, and statewide partners
- Excellent skills in communicating orally and in writing.

Job Type: Full-time

Pay: \$70,000.00 - \$75,000 per year

Benefits:

- \$1000/month stipend toward cafeteria plan benefits, including: Health, Dental, Vision, and Life insurance.
- Health savings account.
- \$2000/year toward deductible expenses for high deductible plans.
- 2.5% match toward retirement contributions
- Paid Time Off beginning at 20 days, plus 11 state holidays, and December 26-December 31.
- Professional development assistance
- Flexible schedule. Some remote work possible.