



**ACTIVATE
GOOD**
people-powered
projects for good

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Executive Director

About Activate Good

Activate Good is a 501c3 tax-exempt public charity founded in 2005. We believe we all have a responsibility to work towards a better world. That's why Activate Good improves our community through people-powered projects for good. Our long-term vision is a world in which all people realize and act on their power to improve their communities. We work towards our goals by:

- Connecting individuals, groups, and companies to volunteer needs with nearly 600 partnering nonprofits and community organizations in the greater Triangle area, NC.
- Empowering the next generation of young volunteers and community leaders through our Youth Volunteer programs.

Learn more about us at www.activategood.org.

Overview

As the sole employee of our Board of Directors, the Executive Director will oversee the development and execution of the organization's strategic plans, hire and manage the organization's staff responsible for carrying out operational and programmatic activities, actively conduct fundraising and outreach for the organization, and liaise with and advise the Board of Directors.

Responsibilities

Board Governance: Works with the board in order to fulfill the organization's mission.

- Participate in Board and Board committee meetings as needed, providing up to date information regarding programs, finances, and other organizational operations, and advising the Board on recommended courses of action based on available information.
- Works closely with the Board to seek input, development of, and approval on policy decisions for both new and revised policies as the organization grows and evolves.
- Provides support of the Board's fundraising goals to ensure annual goals can be achieved.
- Serve as the organization's liaison between Board and staff, directing staff to complete tasks and execute strategy as agreed upon by the Board.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Oversee and coordinate efforts (independently or with other development staff) to raise funds and develop other revenue streams necessary to support the organization.
- Responsible for the fiscal integrity of the organization, to include developing and submitting a proposed annual budget and facilitating access to monthly financial statements, which accurately reflect the financial condition of the organization.
- Advise the Board and make recommendations for appropriate action in the event of financial challenges or significant changes to available or projected revenue streams.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Accountable for the organization's documents including version control and document retention.

Organization Mission and Strategy: This position reports to the Board of Directors.

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Ownership of strategic planning efforts at the organization level to ensure that the organization can successfully fulfill its Mission into the future, and evolve to meet the community's needs.
- Responsible for the implementation of Activate Good's programs to carry out the organization's mission.
- Responsible for coordinating the implementation of the strategic plan to meet organization goals and outcomes including, but not limited to, evaluating community needs and reviewing KPIs on a quarterly basis, making data-driven decisions and recommendations to the Board regarding the implementation of the organization's strategic plan.

Organization Operations:

- Hire, engage and retain staff, including, but not limited to, ensuring staff receive appropriate onboarding and training to complete their job responsibilities and that they receive recognition for their contributions to the organization.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Sign all contracts, financial documents, or other legal documents entered into and on behalf of the organization and reviewing and approving contracts for services.
- Ability to learn and handle issues with IT, as necessary to support staff and continuity of operations.

Marketing and Public Relations: Ensuring the organization develops authentic and positive relationships with the community it serves.

- Serve as the organization's primary spokesperson. Actively participate in the community through public speaking and networking engagements, media engagement, and more.
- Oversee the development or updates to the organization's brand as needed to meet its mission and strategic goals.
- Evaluate organization's marketing plan and provide regular impact reports on marketing efforts.

Other duties as assigned by the Board of Directors.

Skills and Requirements

All Activate Good Team Members should have:

- Passion for Activate Good's [mission, vision, and values](#).
- Work well as part of a team and independently.
- Ability to lead and collaborate with their own teammates, as directed by administration, including assigned interns and volunteers.
- Ability to work well under time pressures and meet tight deadlines.
- Proficiency or ability to learn Google Suite or similar MS Office software, WordPress, monday.com, Grasshopper, Quickbooks, or similar softwares.
- **Schedule:** Activate Good supports a flexible scheduling and remote work policy, which will be reviewed in detail as part of the job offer. Flexibility to work evenings and weekends when necessary for events, projects or campaigns is sometimes required; ability to navigate and respond to time-limited requests.
- **Equipment and Work Setting:** Team Members must have their own phone and computer with internet access and be able to work remotely as well as have transportation and the ability to work in an office setting, attend meetings, and occasionally travel. Working in a warehouse environment is also necessary at times.
- **Physical Demands:** For special events and projects, some lifting (up to 40 lbs.) is required, as well as using special tools or equipment including but not limited to: a manual forklift, carts/dollies/hand trucks, power tools for projects, etc. Ability to or willingness to learn to drive a large truck or cargo van (think U-Haul) is helpful.
- **Environmental Conditions and Exposure:** During special events or projects, employees may need to operate or conduct activities in hot, cold, wet, humid, or windy conditions caused by the weather.

The Executive Director should have:

- Master's degree with at least six years of management experience, or Bachelor's degree with at least 8-10 years of management experience; track record of effectively leading and scaling a performance- and outcomes-based organization and staff.
- Proven track record of fundraising and generating new revenue streams. Excellent donor relations skills and understanding of the funding community.
- High level strategic thinking and planning with the ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Successful history of building and developing new relationships and maintaining existing relationships including prior experience working with a Board of Directors.
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Solid organizational abilities, including planning, delegating, program and project development, management, and task facilitation.
- Experience in recruiting, managing, and working with full-time staff, volunteers and interns.
- Strong written and verbal communication skills, including the ability to present to a variety of audiences.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Experience or knowledge of IT in an organization.

Legal and Safety:

- For the purpose of grants or other funding streams obtained by Activate Good, and/or working around youth as needed - a background check is required upon hire or at any time thereafter based on need.
- All Activate Good staff are expected to follow health and safety guidelines for all operational, project, and event activities. A waiver and acknowledgment of this policy in full will be signed during onboarding.

Benefits & Compensation

All Activate Good staff are offered a comprehensive benefits and compensation package.

The expected date of hire for this position is May 1, 2024. The salary range for this full-time exempt position is \$75,000-\$85,000 annually.

Benefits include:

- Flexible PTO
- 8 paid holidays
- Employer-paid short-term disability insurance
- Paid parental leave
- Sabbatical Leave
- Optional employer-subsidized health and dental insurances (50%)
- SIMPLE IRA with a 3% employer match

Professional development, including but not limited to conferences, is included in total compensation.

Compensation and benefits for this role are evaluated by our Board of Directors. The Executive Director will receive an annual performance review.

Interested candidates may submit a resume and cover letter to hr@activategood.org. Deadline to submit is February 22, 2024.