INSTRUCTIONS TO APPLICANTS

Please submit a resume and cover letter, including desired compensation, addressed to Louise Coggins, Board President, by email to visionssearch@gmail.com no later than 5:00 PM on October 25, 2019. Initial phone interviews will be scheduled for early November with final interviews scheduled for completion by early December 2019.

VISIONS
JOB DESCRIPTION
EXECUTIVE DIRECTOR

PURPOSE OF POSITION: The Executive Director is responsible for ensuring that VISIONS is positioned as a well-recognized and respected provider of services that support diversity, equity, and inclusion in both the private and public sectors. The Executive Director is responsible for the general and active management of the business, property, and affairs of the Corporation, including working with the Board to develop and implement a 3-year strategic plan and annual business plans.

REPORTS TO: The Board of Directors

RESPONSIBILITIES:

Operations

1. Develops and supervises the execution of a three-year strategic plan and annual business plan.
2. Provides direct supervision to the Associate Director of Programs and the Associate Director for Finance.
3. Maintains and fosters relationships with a broad spectrum of nonprofit and government agencies, and private sector businesses.
4. Working with the Associate Director oversees the development of the annual operating budget and financial reporting.
5. Ensures that internal systems, physical space, and infrastructure are adjusted to support growth and change.
Marketing
1. Works with the Associate Director for Programs to understand deeply the community problems addressed by VISIONS and the VISIONS models and methods employed.
2. Actively promotes, oversees and supports marketing efforts.
3. Acts as the public spokesperson for the Corporation, maintaining appropriate media relations.

Fundraising
1. Supports the Development Committee of the Board of the Directors.
2. Ensures staffing adequacy for implementing development plans.
3. Identifies prospective funding sources; prepares and secures grants to support operating costs and new program initiatives.
4. Maintains contributor relations.
5. Tracks and reports all grants, gifts, bequests, etc. and supervises the process of recording and acknowledging receipt of said funds.
6. Establishes and maintains fund-raising campaigns as required by business circumstances.

Earned income
1. Oversees the design and pursuit of new program initiatives and models, and maintains relationships in support of the new business.
2. Administers all third-party administrative contracts with public and private agencies.

Governance
1. Works closely and in partnership with the Board of Directors to develop and implement internal and external goals that reflect VISIONS’ mission and strategies.
2. Supports the recruitment, cultivation, and onboarding of new Board members.
3. Supports the work of Board Committees by ensuring the timely flow of accurate information from operations to the Board, prudent decision-making and creative problem-solving as needed.
4. Displays integrity and maintains the confidential and proprietary information of VISIONS, Inc.

EXPERIENCE AND SKILL REQUIREMENTS:

- Working knowledge of the Diversity, Equity, and Inclusion (DEI) field.
- Proven experience as a senior manager of at least five years with equivalent oversight responsibilities, preferably in a nonprofit.
- Ten years of experience working in the nonprofit sector.
- Passion for economic, racial and social justice imperatives.
- Experience in fundraising, securing grants, contract negotiations, business development, strategic planning, and product development.
• Knowledge and experience in development, marketing, organizational planning, organization development, employee relations, Board operations.
• Excellent written and spoken communication skills.
• Action-oriented, entrepreneurial, adaptable and innovative approach to business planning.
• Ability to listen, communicate effectively, and make decisions in a responsible and timely manner.
• Experience in developing and managing a broad range of business and community relationships.
• Prior success working with a Board of Trustees and cultivating board member relationships and engagement.
• Excellent computer skills in a Microsoft Windows environment.
• It is open to and actively seeks appreciative and developmental feedback from staff and board.
• Has experienced the work of VISIONS, or is willing to intensely study the work of VISIONS, in order to support accurate promotion of the work.

EDUCATION

Bachelor’s Degree required. MBA or MPA or equivalent advanced degree preferred.

FIRST YEAR OBJECTIVES

• Completion of a strategic planning process and successful execution of the first-year work plan objectives against timelines and deliverables.
• Develop a deep understanding and appreciation for VISIONS methods and models sufficient to convey their value to key audiences.
• Review organizational structure to determine the most efficient and effective operating model. Determine the management team.
• Transition activities from the founder, including all key relationships, and contract oversight, etc. (The organization’s Founding Executive Director will serve as VP of Programs during the transition. Dr. Valerie Batts currently is the Acting Director and will continue to lead consulting services, transitioning over time to a senior consultant before retirement.)
BRIEF PROFILE OF VISIONS, INC.

OVERVIEW

Founded in 1984, VISIONS is a women and people of color led nonprofit that has provided training and consultancy in the field of Diversity, Equity, and Inclusion since its founding. VISIONS, Inc. offers a unique, research-based training model that equips individuals and organizations with skills to recognize, understand, appreciate, and leverage differences. The organization’s programs also include a variety of community development projects. Services are customized to the specific needs of clients. Clients include a wide array of organizations from both the private and public sector.

Services are provided by a national network of trained professionals who have completed a rigorous program that certifies their ability to use the VISIONS methodology and materials. This network of professionals is supported and managed by a central staff of seven employees. The corporate office is located in Dorchester, MA. For further information about services, our network, clients, and testimonials, please see the VISIONS website [www.visions-inc.org](http://www.visions-inc.org).

HISTORY

The initial intention was to provide organizational and personal change interventions in a variety of settings as well as to create a model multi-racial community-based organization. The founders began their work in eastern N.C. The first community development project was the creation of The Wright’s Center, an adult day healthcare center in Rocky Mount, N.C. that serves elders and other frail adults. It is an award-winning human service program.

It was through the creation of the Wright’s Center that the founders first practiced creating a multicultural organization in the context of an historically excluded community (i.e., black, economically disadvantaged). Housed in the oldest black business in Rocky Mount, the Center has become a model for the whole community in how to engage whites and people of color in coming together to address an issue that is important to us all—caring for frail and disabled elders. VISIONS consultants still provide on-going technical assistance to the Wright’s Center staff. The work VISIONS did to develop the Wright’s Center taught firsthand how to link community engagement, program development, and policy change—tools VISIONS’ consultants now use in community development and technical assistance consultations in many communities across the U.S.

Prior to 2003, the majority of income was earned through fee for service revenue. As an “entrepreneurial” non-profit, consultants received roughly 70% of the income they generated; roughly 30% was used to help cover overhead expenses. The rest was covered by yearly donations, barter arrangements and occasional small grants to complete specific projects.
VISIONS successfully served a variety of for-profit businesses include Fortune 500 companies as well as both nonprofit and government organizations.

In 2008, as the economy began to falter, things began to shift. Many former clients put racial equity work “on the back burner,” as they, themselves, fought to remain solvent. Many financial challenges followed and through the fiscal year 2015, VISIONS experienced some difficult times. Since then, the organization has stabilized financially and is now doing well. VISIONS began an intensive organizational development process in 2017 to strengthen itself internally in order to prepare for the gradual retirement of its founding Executive Director, a process that has led to the current search for new Executive leadership.

**CURRENT FINANCIAL OVERVIEW**

The following tables show key indicators of financial health in the last four years.

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<th></th>
<th>Income</th>
<th>Expense</th>
<th>Net revenue</th>
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<td>FY 2017</td>
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<td>FY 2018</td>
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<td>FY 2019</td>
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<table>
<thead>
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<th>AS OF</th>
<th>Total assets</th>
<th>Total liabilities</th>
<th>Net assets</th>
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<td>6/30 2019</td>
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