



JOB ANNOUNCEMENT
MISSISSIPPI STATE CONFERENCE NAACP (MS-NAACP)
EXECUTIVE DIRECTOR

The Executive Director of the Mississippi State Conference NAACP, headquartered in Jackson, MS, will report directly to the State President. The Executive Director is responsible for organizing and coordinating the day-to-day operations and procedures of the State Office to carry out the mission of the organization. This includes supervising office staff, managing fund development, maintaining office records, and ensuring the smooth functioning of all office support systems. **This vacancy announcement closes at 5 p.m. CDT on March 31, 2022.**

Salary Range:

- \$70,000 to \$90,000

Benefits:

- Health Insurance, Paid Vacation, Sick Leave

Travel Requirement:

- In-state and out-of-state travel required (covered by Mississippi State Conference NAACP)

Qualifications include, but are not limited to the following:

- Bachelor's degree minimum education attainment requirement
- At least 3 to 5 years of leadership and managerial experience in a non-profit and/or for-profit organization
- Affinity for the work of NAACP and like organizations
- Proficiency in use of general office management tools (i.e. Microsoft Office software)
- Proficiency in use of social media as a communications tool
- Knowledge and expertise in community/coalition building.
- Ability to perform certain tasks such as lifting, standing or extreme temperatures
- Ability to...
 - Think critically.
 - Communicate effectively verbally and in writing.
 - Network, build, and facilitate relationships, teams, and collaboratives to fulfill the organization's mission.
 - Manage time well and meet deadlines.
 - Strategize for executing the work of the organization effectively.
 - Manage multiple projects.
 - Multitask.
 - Make effective decisions under pressure.
 - Serve as a grant writer and fundraiser for the organization.
 - Complete all physical requirements of the job with or without a reasonable accommodation.

The duties and responsibilities include, but are not limited to the following:

General Administration

- Provide day-to-day management of the State Office and Staff.
 - Oversee personnel administration (the hiring, annual evaluations and termination of full and/or part-time employees), subject to Executive Committee approval.
- Work with stakeholders to develop a strategic plan that focuses on organizational efficiency that maximizes the use of financial and human resources.
- Maintain implementation of MS-NAACP By-Laws and Policies.
- Oversee maintenance of a database of branch officers, members and dues.
- Commit to advancing the values, mission, goals, and programs of Mississippi State Conference NAACP, with an understanding of the range of civil rights issues and their implications.

Fund Management/Development

- Coordinate and manage oversight of State Conference fundraisers.
- Develop and implement fundraising strategies for recruiting opportunities with new and existing donors and supporters, as defined including annual campaigns, and events.
- Explore new and alternate sources of funding.
- Cultivate and maintain relationships with new and existing donors and supporters.
- Coordinate and participate in the activities of the Executive Committee and/or specific events committees as required.

Financial/Accounting

- Provide budget oversight and management.
- Assist with financial reports as required.

Events/Meetings Coordination

- Assist in the general management and coordination of various community, membership, workshops, training and signature events (i.e., annual State Convention, National Convention Catfish & Blues Reception).
- Attend Regional, State and National Conventions, as well as Unit locations within the geographic boundaries of the State Conference as deemed necessary and approved by the Executive Committee.
- Oversee recruitment and orientation of volunteers to support and ensure a positive experience in special events and other related activities as required.
- Oversee due notice of all State Conference and Executive Committee Meetings.

Communications/Outreach

- Develop and coordinate protocols with the State President to manage media relations and to prepare/ disseminate press releases.
- Strengthen communication efforts that advance community work around civil rights and issues that impact African Americans by focusing on digital media and the development of original publications that align with the MS-NAACP mission.
- Work with local branches to develop and implement a targeted outreach strategy that engages/encourages active community involvement of next generation/young adult leaders.
- Develop a statewide plan that supports growth in local branches and encourages membership engagement and branch activation.
- Disseminate information, E-blasts, reports and any and all information to Units and/or Executive Committee members as necessary to carry out the work of the State Conference.
- Be responsive to requests from Units, the regional office, the National Office, and members of the Executive Committee.
- Keep the President informed of all activities and events affecting the interests of

African Americans and other racial and ethnic minorities in the vicinity of.

Executive Director duties pursuant to Article VII, Section 7 of the Bylaws for Units, the Executive Director shall be responsible for:

- To give due notice of all meetings of the Branch (state conference) as provided in Section 3 of this Article.
- To keep a record of all Branch (state conference) members and their dues as provided in Section 3 of this Article.
- To send promptly to the National Office lists of all memberships received and to secure from the Treasurer and forward to the National Office that portion of the membership fees belonging to the National Office as provided in Article IV.
- To aid, coordinate and integrate the work of the several committees and divisions of the Branch as provided in Section 3 of this Article.
- All the aforesaid duties listed in herein are to be performed in cooperation with the Secretary.
- To manage the Branch (state conference) office and paid staff; and to supervise the annual membership campaign.
- To interview complaints; to act in the name of the Branch (state conference) on behalf of complainants with valid grievances; to investigate in the name of the Branch (state conference) any reported, alleged or suspected discrimination practices in any place of community life; to represent the Branch at meetings of other organizations approved by the Executive Committee; to lend Branch support in active cooperation with such other organizations as may be approved by the Executive Committee; to discharge such other duties as may arise in the execution of the office, or as may be assigned by the Executive Committee.
- To submit reports of the activities of the General Membership and the Executive Committee at all regular meetings or whenever required by either body; to submit to the Branch at its annual meeting an annual report covering activities. A copy of all reports where adopted by the Branch shall be forwarded to the National Office.
- To keep the President and CEO of the Association informed of all events affecting the interests of African-Americans and other racial and ethnic minorities in the vicinity of the Branch.
- The Executive Director shall be responsible to the General Membership, to the Executive Committee; and between meetings of the General Membership and the Executive Committee to the President.

In addition to duties previously outlined, the Executive Director shall be responsible for:

- Monitoring discriminatory practices in the State of Mississippi and taking appropriate action with approval from the Executive Committee to address and, to the extent practical, eliminate racial discrimination.
- Reporting to the Executive Committee at all meetings actions taken on behalf of the NAACP or any of its standing committees which were geared or intended to address or eliminate known or suspected discrimination practices.
- Reporting to the State Conference President between meetings of the Executive Committee discriminatory practices known or suspected and an appropriate action plan to address the issues.
- Developing and presenting to the Executive Committee an annual long-term plan to eliminate identified racial discrimination.
- Developing the State Conference President, Treasurer and Finance Committee a budget for the operation of the State Conference and appropriate fund-raising plan to make certain that the State Conference establishes and retains fiscal solvency.
- Implementing the State Conference's fund-raising plan to address the State Conference's financial condition.
- Coordinating the State Conference's Standing Committee to make certain that the committees meet and address the State Conference's overall policy objectives.
- Developing with Membership Committee an annual plan for the recruitment and retention of

general and life members for the Mississippi State Conference.

- Coordinating actions taking by the Mississippi State Conference with the NAACP National office.
- Develop and initiate a plan to establish and revitalize branches.
- Collaborate with the Youth & College Division to establish and revitalize youth and college chapters.

To apply for this position, the following must be submitted via email only:

- Letter of Interest & Resume with listed references (including contact information for references) – Both documents must be submitted in one email to edapplicant@naacpms.org. The subject line of the email must read “Applicant for Executive Director.”
- The applicant must request three (3) references to email their letters of reference to edapplicant@naacpms.org. The subject line of the email must read “Applicant Reference for Executive Director - APPLICANT NAME.”

No applications or references will be accepted by U.S./Overnight Mail or Hand-Delivery. All documents must be received VIA EMAIL by the deadline date of Thursday, March 31, 2022 at 5:00 p.m. CDT.

A complete background check will be conducted as a part of the selection process when the preferred candidate is identified.

For inquiries about this vacancy announcement, please email edapplicant@naacpms.org by 5 p.m. CDT on March 31, 2022.

The NAACP is an Equal Opportunity Employer. As such, it is the continuing policy of the NAACP to take affirmative action to assure equal opportunity for all employees or prospective employees without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, veteran status, physical or mental disability, and any other categories protected by federal or state law.