



NORTH CAROLINA EMPLOYEE OWNERSHIP CENTER

Job Description: North Carolina Employee Ownership Center Executive Director

Overview

The North Carolina Employee Ownership Center (NCEOC) is a new nonprofit that serves as the central hub for employee-owned businesses in North Carolina. Its primary mission is to educate business owners and their advisors (lawyers, bankers, accountants, wealth advisors) on the benefits of employee ownership via Employee Stock Ownership Plans (ESOPs), worker cooperatives, and Employee Ownership Trusts (EOTs). NCEOC provides resources, case studies and articles, and a list of service providers who can assist with employee ownership transitions. NCEOC serves the entire state of North Carolina, with a particular focus on outreach to minority-owned businesses. Our overarching goal is to increase the number of employee-owned businesses in North Carolina. NCEOC was founded in May, 2019 by a group of volunteers and is now seeking an Executive Director to move it to the next level. The Executive Director position is currently funded for 6 months and a significant portion of the Executive Director's role will be fundraising to build on the existing funding base. Website: www.NCEOC.org

Job Title: Executive Director

Reports to: NCEOC Board of Directors

Compensation Program: Competitive salary commensurate with experience, attractive benefits program based on fundraising success

Location: North Carolina (no physical office has been established so the ED will have the option to work at home or in a co-working office)

Travel: Approximately 40% of the time

Responsibilities:

Management and Fundraising

- Work closely with the Board of Directors and other stakeholders to develop and execute on NCEOC's strategy
- Identify, hire and manage effective team members to support the strategy
- Participate in the creation of the budget and manage the budget with approval from the board of directors
- Identify fundraising targets and lead efforts to raise funds, including but not limited to corporate, individual, foundation, and municipal grants

- Manage grants, including tracking key metrics and completing grant reports in a timely fashion

Partnership Development

- Establish effective relationships with partner organizations and track contacts in Neon, NCEOC's CRM
- Cultivate relationships within the professional and service provider community
- Build on existing deep roots in business and community ecosystems in NC
- Cultivate relationships within government & education
- Organize stakeholder convenings
- Build and manage a Train the Trainer program with key organizations throughout the state to help authentically get the word out about employee ownership

Marketing and Outreach

- Implement outreach to the business community
- Conduct marketing and PR efforts
- Develop and manage web and social media plans
- Create materials for advertising, conferences and displays
- Develop toolkits, templates and presentations to assist business leaders
- Participate in conferences and exhibitions

Qualifications:

Education

- 4-Year degree and/or equivalent experience

Experience

- 4+ years business or non-profit management experience
- Demonstrated leadership success in starting or building organizations
- Fundraising/business development experience
- Grassroots organizing experience
- Budget responsibility and financial literacy
- Proven hands-on leadership experience
- Marketing or public relations experience a plus
- Experience in an employee-owned companies a plus
- Website development experience a plus
- Familiarity with MS Office Suite, Google Suite, basic social media

Personal Characteristics

- Commitment to social and economic equity
- Excellent written communication and public speaking skills
- Ability to move across contexts and articulate an understanding of structural marginalization of communities (rural/urban, race/ethnicity)
- Knowledge of and openness to all forms of employee ownership (ESOPs, worker cooperatives, employee ownership trusts, etc.)

- Hands-on, engaging leadership style
- Strategic thinker and builder
- Self-driven
- High level of confidence in decision making
- A service/mission mentality
- Ethical with high personal standard of conduct and accountability
- Commitment to continuous learning and personal mastery of new skills/knowledge

To Apply:

Please email cover letter and resume to: info@nceoc.org

Put NCEOC Executive Director Application in the subject line