Racial Equity and Economic Mobility  
Executive Director

Reports To: President + CEO  
FLSA Status: Exempt

The Greenville Racial Equity and Economic Mobility (REEM) was formed in August 2020 by a group of community leaders to convene around matters of racial inequities, social justice, and disparities in key areas that negatively impact the Black community in Greenville County. REEM's three founding partner organizations include United Way of Greenville County, the Greenville Chamber of Commerce, and the Urban League of the Upstate.

Mission: To develop strategies and partnerships that eradicate race-based disparities and inequities impacting the Black community in Greenville County.

Vision: A Greenville County where racial equity is absolute, and prosperity is accessible for all in the Black community.

POSITION OVERVIEW

To lead this important work, the United Way of Greenville County will serve as the fiscal sponsor of REEM and is seeking a passionate and entrepreneurial Executive Director. The Executive Director will be a visionary, dynamic leader who can grow and lead REEM, facilitate the collective success of this Greenville County effort, and serve as a public ambassador for the initiative. More specifically, the Executive Director will also drive REEM’s internal and external functions, including strategy, communications, community engagement, and data functions.

RESPONSIBILITIES

The Executive Director will manage staff, systems, and be accountable for nurturing the efficiency and effectiveness of both, providing high-level strategic thinking and facilitation of REEM’s efforts. Key responsibilities include:

Leadership:
- Provide visionary, adaptive leadership, modeling REEM’s guiding values at all times and fostering a culture that reflects them;
- Developing, coaching and mentoring REEM team members;
- Establishing, facilitating, and executing effective and open communication with staff, particularly related to internal decisions and strategy;
- Developing systems to share organizational decisions with the REEM Leadership Council and staff members; and
- Identifying capacity gaps and creating hiring plans that acknowledge and plan for possible organizational growth and shrinking.

Strategic coherence:
- Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them;
- In concert with relevant workgroups, developing annual legislative agenda, policy and funding recommendations with guidance of the REEM Leadership Council;

This is not a contract. No information in this document will alter the At-Will Employment Relationship.
• Providing direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
• Acting as a neutral arbiter and helping resolve disputes or disagreements in direction among workgroups and REEM Leadership Council; and
• Developing advocacy priorities and coordinate supporting activities of partners.

Supporting REEM Leadership Council meetings:
• Providing support to REEM Leadership Council to facilitate meetings, assisting in preparation of meeting materials, etc.; and
• Providing regular reports on progress against goals and indicators to the United Way of Greenville County President and CEO.

Fund development:
• Identifying potential funding sources to support REEM’s goals and priorities:
  o Writing grants, as needed, or overseeing work of grant writer;
  o Working with implementing agencies to provide information to support their grant applications; and
  o Overseeing REEM grant reporting to funders as required.
• Providing support and guidance to partner organizations in aligning resources to REEM agenda (e.g., supporting identification of grant opportunities that align to REEM’s goals);
• Tracking all REEM funding, including funds from any partner organizations; and
• Developing relationships with potential funders and participating in relevant networks.

Working with community partners:
• Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
• Creating and updating outreach strategy as new needs emerge;
• Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into REEM Leadership Council processes; and
• Building and maintaining relationships with community partners.

Communications:
• Communicating the objectives of REEM to the community and potential partners, including sharing the Common Agenda, Blueprint, or other collateral;
• Facilitating communication between REEM partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity;
• Creating or managing creation of yearly summary reports of REEM’s progress for the REEM Leadership Council, United Way of Greenville County Board, and external audiences; and
• The following duties may be done in coordination with a communications consultant or staff:
  o Developing communications materials as REEM evolves, potentially including summary documents, brochures, FAQs, and other items;
  o Developing web and social media strategy; and
  o Creating press strategy, including drafting press releases, coordinating with media outlets.

Facilitation and Stakeholder Management:
• Build the Backbone’s identity as a respected convener among a broad spectrum of local stakeholders;
• Cultivate excellent working relationships with community leaders involved in this initiative in a way that can inspire collective action without formal authority;
• Ensure effective facilitation of any work group meetings, and provide regular reports on progress against goals and indicators; and
• Help identify and recruit additional cross-sector stakeholders to participate in the REEM work.

Shared Strategy and Measurement:
• Oversee the development of a regional set of strategies that will drive transformative change in the region; and
• Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement.

Managing internal systems:
• Overseeing daily operations and establishing and maintaining appropriate systems for measuring necessary aspects of operational management;
• Selecting, contracting with, and overseeing work of consultants as appropriate (e.g., data management);
• Monitoring and reporting on operational issues, opportunities, and achievements within agreed formats and timelines; and
• Identifying improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the organization.

Data collection, analysis, and reporting:
• Coordinating indicator refinement with the REEM Leadership Council;
• Ensuring all partners are aware of targets and indicators;
• Creating or managing creation of yearly summary reports of REEM’s progress for the REEM Leadership Council and external audiences; and
• Overseeing work of any data managers or consultants.

REPORTING RELATIONSHIPS
• Initially, the Executive Director will have one direct report -- the Project Coordinator -- but the current organizational chart is subject to change as the REEM team is likely to evolve over time. The Executive Director will ultimately be responsible for recruiting and hiring top talent, building and managing a highly functioning team, and report to the REEM Leadership Council.

REQUISITE QUALIFICATIONS
• This is an outstanding opportunity to play a critical role in this renewed, multilateral effort to actively promote racial equity and economic mobility for Greenville County’s Black community. Therefore, first and foremost, the Executive Director must be committed to the mission and overarching goals of REEM.

Additionally, the successful candidate will be able to demonstrate:
• At least 5-10 years of relevant work experience, including at least 3 years managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment;
• At least five years of fundraising experience and demonstrated success in cultivating fundraiser relationships;
• The executive presence to inspire confidence and passion in both internal and external audiences;
• Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons;
• Strong data acumen and ability to oversee complex shared-measurement systems;
• Strong facilitation and presentation skills before multiple types of audiences;
• Experience with complex project management and stakeholder management;
• Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives;
• A track record of leading, inspiring, and developing high performance teams;
• Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders; and
• Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work.

DESIRED QUALIFICATIONS
• Advanced degree in business, education, policy, or related field;
• Experience in a start-up environment; and
• Familiarity with the local area and/or focus of racial equity and economic mobility.

COMPENSATION
• Compensation for the position is competitive and commensurate with experience.
### Mental & Physical Demands - ADA Guidelines

#### Physical Demands

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<th>Constantly</th>
<th>Frequently</th>
<th>Occasionally</th>
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<td>Stand</td>
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<td>Sit</td>
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<td>Handling/Fingering</td>
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<td>Reach Outward</td>
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<td>Reach Above Shoulder</td>
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<td>Climb</td>
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<td>Crawl</td>
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<td>Squat or Kneel</td>
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<td>Bend</td>
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#### Lifting Requirements

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<td>11 to 20 pounds</td>
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<td>21 to 50 pounds</td>
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<td>51 to 100 pounds</td>
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<td>&gt; than 100 pounds</td>
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#### Pushing and Pulling Requirements

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<th>Constantly</th>
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<td>12 pounds or less</td>
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<td>13 to 25 pounds</td>
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<td>26 to 40 pounds</td>
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#### Definitions

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<th>Symbol</th>
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<tr>
<td>N/A</td>
<td>Not Applicable Activity is not applicable to this occupation</td>
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<tr>
<td>O</td>
<td>Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)</td>
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<td>F</td>
<td>Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)</td>
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<tr>
<td>C</td>
<td>Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)</td>
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### HOW TO APPLY

Submit your resume and cover letter to reem@unitedwaygc.org with “Executive Director” in the subject line.

*United Way of Greenville County* offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for benefits eligible employees and their families.

*United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*