



Tri Community Mediation
231 West Main St.
Salisbury, MD 21801

Position: Executive Director
Type: Full-time Exempt

Tri Community Mediation is a nonprofit organization that offers mediation and conflict resolution services in Wicomico, Worcester, and Somerset Counties. In order to make mediation accessible to everyone, we provide mediation at no cost to participants. We are a program of the community, by the community, and for the community. It is our mission to create a more just and peaceful Lower Eastern Shore.

Management and Administration

- Provide general oversight of all mediation center activities, manage the day-to-day operations, and assure efficient operations.
- Assure program quality and organizational stability through development and implementation of standards and controls with regular evaluation.
- Maintain a work environment that attracts volunteers and staff. Assure process for selection, development, motivation, and evaluation of staff and volunteers.
- Coordinate compensation, taxes and benefits for all staff.
- Supervise and work collaboratively with staff and volunteers.
- Support the professional development of staff and volunteers.
- Support development and sustainability of a strong, diverse Board of Directors.
- Optimize grant opportunities and relationships.
- Establish employment and administrative policies and procedures for all programs and processes.
- Establish and maintain strong relationships with government agencies and other partner organizations throughout the county and state to enhance the mediation center's mission.
- Report to and work closely with the board of directors to include policy decisions, fundraising and increase overall visibility of the mediation center.

Fiscal Responsibility

- Provide fiscal oversight, planning, and operation of the annual budget.
- Oversee the fiscal activities including budgeting, reporting and audit.
- Work with the Board of Directors to ensure financing to support short and long-term goals.

Community Relations

- Facilitate the integration of the mediation center into the fabric of the community by utilizing effective promotion, communication and engagement.
- Act as a champion within the public and private sector.
- Listen to clients, volunteers, donors and community to improve services and generate involvement.

Legal Compliance

- Assure the filing of all legal and regulatory documents and monitor compliance with relevant laws and regulations.

Development

- Assure an effective fundraising strategy by working with the Board to implement a plan that ensures financial viability of the mediation center.
- Explore new funding opportunities to expand and grow the mediation center.
- Maintain strong relationships with grantors and key constituents to expand financial opportunities.

Preferred Qualifications

- Three years management experience with a non-profit organization
- Mediation or mediation-related experience
- Ability to provide strategic vision and drive change
- Experience leading and developing others in a collaborative structure
- Possesses foundational understanding of conflict resolution and restorative justice tools
- Demonstrated effectiveness driving fundraising and outreach efforts
- Proven track record of leading efficient and effective organizational operations
- Excellent communication skills and ability to represent our organization to a variety of audiences

Start date: Immediate Salary: \$55,000 - \$65,000 based on experience plus benefits.

This is an on-site position with some weekends/evenings required

The mediation center is located at 231 West Main St., Salisbury, MD 21801

If you are interested in applying for the position, please forward a cover letter and resume to hirintricommediation@gmail.com for full consideration please apply by November 13, 2023.

Tri Community Mediation is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability.