



Executive Director
StepUp Durham
Durham, NC

Do you seek and value a thriving and inclusive community where everyone, regardless of their background or circumstances, can overcome adversity and embrace the full potential of their individual journey through sustainable employment and personal growth?

Are you passionate about serving in a dynamic, collaborative environment while building meaningful relationships with those eager to support its mission? Do you excel in a team that is driven by impact, celebrates efforts and success, and values each voice? Do you approach each interaction with an open mindset seeking a relationship based on partnership?

If so, then you may be StepUp Durham's next Executive Director.

Why StepUp Durham?

A job can change everything! Gaining employment is the first step to stability.

StepUp Durham started in 2013 when 12 Durham community leaders came together to address under- and unemployment in Durham. A committee helped establish core organizational principles and practices of racial equity, community listening, and asset-based community development. Guided by the mission of StepUp Ministry in Raleigh, NC, StepUp Durham's doors opened in September 2015.

In the 2023-2024 fiscal year, StepUp Durham partnered with 444 participants to secure 205 job placements. Graduates were employed at an average wage of \$16.08/hour. 73% of participants went from zero income to positive income after partnering with StepUp Durham. The challenges faced by those served included being formerly incarcerated (33%), living in a shelter or experiencing homelessness (51%), and being in recovery (20%).

StepUp Durham assists adults seeking to transform their lives through employment and life skills training. **Learn more** by going to <https://www.stepupdurham.org/>.

What will you do as StepUp Durham's next Executive Director?

Leadership and Strategic Impact

- Serves as the primary leader, community builder, spokesperson, and administrator.
- Collaborate with the Board of Directors to develop and lead the strategic vision of the organization as well as providing updates on progress throughout the year.
- Ensures that the organization's strategic vision is clear to internal and external stakeholders.

- Maintains proactive and regular communications with the Board of Directors and provides the necessary support, counsel, and information required for effective governance.
- Builds strategic and impactful relationships with partners on behalf of StepUp Durham to fulfill the vision.
- Actively engages and energizes StepUp Durham’s participants, staff, volunteers, donors, and partners.

Nonprofit and Financial Oversight

- Manages the day-to-day operations of StepUp Durham including \$900,000 annual budget, services, programs, development, finance, HR, and office administration.
- Ensures strong internal controls, fiscal responsibility, accountability, regular financial statements, and efficient, accurate, and consistent financial operations and practices.
- Communicates the financial picture of the organization in an authentic and transparent way to stakeholders.
- Makes certain StepUp Durham has the appropriate systems, physical space, and technology to operate efficiently and effectively.
- Ensures high-quality program delivery, evaluation, and reporting that promotes the effective utilization of personnel and financial resources.
- Provides direction for expanding or modifying programs and services as it relates to the strategic plan.

Fund Development

- Serves as the chief fundraiser for the organization, building long-term relationships with key donor segments based on mission, cultivation, and stewardship, directly soliciting their support and investment.
- Oversees all fund development plans and activities with the support of a Development Director to include setting goals, identifying funding sources, and creating a plan to achieve these goals.
- Responsible for the consistent flow of revenue to the organization, supporting programs and activities through diverse and multi-faceted income streams.

Team and Staff Development

- Builds a positive, compassionate, and accountable work culture that supports a productive, mission focused and fair work environment.
- Develops organizational structure, role clarity, expectations, and accountability to engage and motivate staff to achieve strategic goals effectively and efficiently.
- Coaches an 11-member staff team, nurturing a sense of unity that ensures collaboration and personal accountability, recognizing that many staff members journey daily with participants who face a variety of challenges
- Works with staff to ensure a positive volunteer experience, maintaining focus on the engagement and retention of volunteers.
- Connects staff with the Board as appropriate to deepen both staff and Board relationships with the mission.

Community Engagement and Outreach

- Oversees the creation of a strategic communication and marketing plan that effectively conveys StepUp Durham's story and impact with clarity and purpose.
- Develops and maintains strong relationships with peers, donors, industry associations, government agencies, media, and other partners.
- Builds alliances and strategic partnerships, collaborating with other organizations, and sharing data and best practices.

Key lived experiences, attributes, and skillsets sought in the Executive Director

The new leader must demonstrate a calling to and passion for StepUp Durham's [mission, vision and values](#). In addition, the ideal candidate will possess the following qualifications:

- At least three years of executive or senior nonprofit management experience or comparable business administration.
- Experience working in workforce development.
- Experience casting a vision, building a strategy, and executing a plan that resulted in growth.
- Decision-maker who understands how to build consensus.
- Inspiring communicator who can motivate staff, the Board, donors, partners, and volunteers.
- Collaborative problem solver who is available to every staff member regardless of organizational rank.
- Demonstrated relationship building and fundraising experience cultivating, soliciting, and stewarding major gifts.
- Passion for working with diverse groups, recognizing everyone's dignity.
- Direct experience with structuring, hiring, onboarding and continually building a strong staff team and culture.
- History of demonstrating the sound judgment, administrative skill, and financial acumen necessary to oversee day-to-day operations and manage a budget of at least \$500,000.
- Detail-oriented and proficient in CRM (SalesForce), Office applications, etc.

Think you are the next StepUp Durham Executive Director?

To apply, click on the link to the Executive Director position profile at [ArmstrongMcGuire.com/jobs](https://armstrongmcguire.com/jobs). You will see instructions for uploading your compelling cover letter, resume, and salary requirements. Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Review of candidates will begin in April with a soft application deadline of April 18.

Salary is commensurate with the requirements of the position with a range of \$82,000 to \$90,000. Benefits include full coverage health care (medical, dental, and vision); vacation days;

all national holidays; time off between Christmas and New Year's; and a retirement savings program and match. StepUp Durham has a hybrid office environment.

StepUp Durham actively seeks a diverse pool of candidates. StepUp Durham is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

About Armstrong McGuire

Armstrong McGuire is a leading executive search, fundraising and strategic advising firm that believes in unlocking the potential of nonprofit leaders and the communities they serve. Founded in 2004, our diverse team of advisors work with clients and leaders to align strategy, optimize operations, build capacity, and lead nationwide searches that bring supremely talented individuals to high-impact organizations. Learn more about our services in talent acquisition, fundraising counsel, and strategic planning. [Armstrong McGuire](#)