

**Uniting NC
Director (Contract Position)
January 2010**



unitingnc.org

Compensation: Hourly rate depending on skills and experience;

Type: Independent Contractor, Part-time, approximately 20 hours/week for 6 months; renewable for two additional months (or longer, depending on fundraising success)

Location: Negotiable – possible Raleigh office space within a local nonprofit or home-based, in which case access to computer and phone would be required (business expenses will be reimbursed)

Education: College graduate (preferred)

Sector: Non-profit

Organizational Background:

Uniting NC is a dynamic new organization in North Carolina. Uniting NC is a statewide 501(c)(3) non-profit organization that works to promote understanding and respect between recent immigrants and their neighbors. The ultimate goal of Uniting NC is to ensure that North Carolina, community by community, remains a place that welcomes and appreciates newcomers.

Uniting NC engages in two main activities in order to promote mutual understanding between immigrant and non-immigrant communities. First, we sponsor local conversations on these difficult issues. These dialogues take place at colleges, congregations, libraries and community centers – anywhere people want to come together to discuss what’s important in their community. Second, Uniting NC sponsors positive messaging around the theme of welcoming new North Carolinians to our state. Whether it’s through radio and television public service announcements, billboards, bus posters or yard signs, we’re promoting positive values that North Carolinians cherish, including mutual respect, intercultural understanding, and diversity.

Uniting NC is **not** an immigrant rights advocacy organization. We see our work as a long-term effort to help change society’s attitudes about immigrants. While our goals certainly overlap with many immigrant rights endeavors, we have made the deliberate, strategic choice **not** to take positions on particular policy matters (including major issues such as comprehensive immigration reform, enforcement of immigration laws and access to education). We expect that many North Carolinians will be introduced to immigrant rights organizations and campaigns through our work but that is not our goal and will not be a measure of our success. It is vital that our new director fully accept and buy into this communitarian, non-advocacy model for all of Uniting NC’s programs and activities.

Because Uniting NC is a new organization with extremely limited funding, applicants must have a reliable computer, phone, and ability to travel when necessary. Legitimate expenses incurred with prior authorization will be reimbursed.

The Contract Director will report and be accountable to the Uniting NC Board of Directors, a working board whose members are actively involved in the various parts of the organization.

Tasks include:

1. Coordination of events
2. Organizing local “Welcoming Committees”
3. Managing the media campaign
4. Fundraising
5. Managing the Uniting NC website
6. Handling internal and external communication
7. Recruiting and managing volunteers

All motivated individuals who are enthusiastic about Uniting NC’s work are encouraged to apply regardless of past experience. However, we will be looking in particular for the following experience and skills.

Qualifications:

- Demonstrated experience in coalition building and community organizing
- Experience working with diverse communities and coalition partners
- Demonstrated ability to lead and motivate volunteers
- Excellent oral and written communication skills
- Experience raising funds in non-profit settings
- Strong self-motivation and ability to manage multiple deadlines
- Substantive knowledge and understanding of immigration issues
- Excellent organizational skills and attention to detail
- Experience in/with business or faith-based groups preferred

Preferred:

- Familiarity with numerous media tools, including: Facebook, photo and video editing, updating websites
- Previous experience with NC-based immigration and/or immigrant rights organizations

How to Apply:

Applicants should email a cover letter, resume, writing sample (no more than 4 pages), and list of at least three professional references, including contact information for each. Please include each of these items as a separate email attachment.

Email applications to:

Chris Liu-Beers, Coordinator – Uniting NC
jobs@unitingnc.org

Applications will be reviewed beginning on February 8, 2010. This position will remain open until filled.

Uniting NC is committed to equality and diversity. We encourage applications from all interested persons, including without limitation people of color, persons with disabilities and LGBTQ persons.