

Job Opening: Executive Director – Community Mediation Center, Knoxville, TN

The Community Mediation Center (CMC) in Knoxville, TN is a 501c3, chartered in 1994. We provide volunteer court mediation services for courts in Knox County, restorative justice processes for juvenile and adult cases, divorce and post-divorce mediation for those in need, and non-court mediation for neighborhood and workplace disputes. CMC has an excellent mediation training program to develop volunteer mediators, and offers training to other non-profits including other CMCs, universities, and law schools.

Job Description: The Executive Director is generally responsible for handling the strategic implementation of the administration of CMC goals and objectives, working with board, staff, volunteers, stakeholders and referral sources, as well as attending to input from disputants using the service, as well as from members of the public.

- Providing overall leadership and development of leads to achieve funding goals and objectives (philanthropic grants, government contracts and grants, special events and individual donations).
- Managing the business goals of CMC including making sure employees and employment taxes are paid, bills are paid, grants and donations are accounted for; working with our bookkeeper/accounting firm to create informative and accurate financial reports.
- Overseeing robust data collection so that our successful outcomes can be reported and so we can see clearly areas we need to improve.
- Maintaining and periodically assessing professional liability coverage and other insurance needs. Maintaining staff professional credentials and permits as required.
- Ensuring periodic IT needs are met and that the website is given attention and maintenance as needed.
- Reporting regularly each month to the Board of Directors, both progress and problems.
- Meeting with the Board's Executive Committee to help develop the schedule and agenda of the meetings as directed by the Board.
- Overseeing a robust training and continuing education program for volunteer mediators and others.
- Participating in staff development and training.
- Mentoring and problem-solving with staff and volunteers, identifying issues that need attention.
- Creating and nurturing connections with stakeholders and referral sources such as judges, court clerks, court workers, office holders from county, city and state, law enforcement, bar associations, and other nonprofit associations.

- Working with other Tennessee CMCs, as well as with the Administrative Office of the Courts and the ADR Commission with the goal of helping CMCs work together to provide excellent and sustainable volunteer and pro bono mediation services to Tennessee residents.

Qualifications:

- Bachelor's degree or higher in a related field is required. Juris Doctor degree and licensed to practice law is preferred.
- Licensure/Certification as a Rule 31 listed Mediator is preferred
- Minimum of five (5) years of experience in mediation and nonprofit management/fund development as well as at least three (3) years of experience managing teams, with a strong preference for experience in the nonprofit sector.

Commitment to Diversity and Inclusion: CMC has been built on the foundation of its mission and core beliefs. CMC integrates diversity, equity, and inclusion in all that it does. The staff, volunteers, and communities CMC serves have different lived-experiences, customs, abilities, and talents. CMC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.

Salary range is expected to be between \$70,000 - \$75,000 depending on the applicant's level of experience and skill set. Learn more about us at <https://2mediate.org> Interested applicants should send a CV or resume along with a cover letter summarizing your qualifications to jobs@2mediate.org