

Executive Director, Owensboro Human Relations Commission

The Owensboro Human Relations Commission (OHRC) is seeking qualified candidates for the position of Executive Director of the OHRC. The objectives of the OHRC are to: administer a responsible human relations program for the City; promote mutual understanding, respect, and cooperation among various groups; enlist the support of civic, religious, labor, commercial and civil leaders; and receive and process complaints accordingly to the set policies. The OHRC is governed by its Members' Board. The Director is responsible for implementation of the policies and procedures set by the Board. The OHRC Director directly answers to the President and the Executive Committee of the Board.

Duties and Essential Functions:

- Maintain liaisons with the federal, state and local agencies involved with civil rights and human relations.
- Establish and maintain positive and effective relationships with individual and group members of the general public.
- Survey communities to understand their needs and determine how the OHRC can assist those groups.
- Direct the development of the OHRC budget for funding; manage the budget.
- Process the intake of client inquiries.
- Keep abreast of the federal, state, county, and city regulations regarding the areas of OHRC work and train the OHRC Board Members.
- Ensure compliance of the OHRC meetings and communication with the Kentucky Open Records/Meetings Act and other public meetings requirements.
- Manage press releases, magazine/newspaper articles, special reports and other documents on behalf of OHRC.
- Initiate, plan, organize, and manage community events.
- Coordinate OHRC Board meetings and projects.
- Carry out daily administration of the OHRC business; along with management of staff.

Minimum Qualifications

- 3 years of experience in human relations/civil rights/advocacy organizations.
- Bachelor's degree in a related field from an accredited college.
- Excellent writing skills and verbal communication skills.
- Computer literacy in Microsoft Office 365, social media, and video/audio recording and editing programs.
- Ability to travel around the city, county, and state in a timely, safe and insured manner.
- Experience with community building, collaboration, strategic analysis, and policy change.
- Experience with staff supervision and management.
- Demonstrated excellent organization, prioritization, and project management skills.
- Past work with diverse members of the community, local and state government, volunteers, and staff.
- Demonstrated knowledge and work application of human relations, interethnic and interreligious relations issues.
- Demonstrated understanding of dynamics of an agency governed by a Board.

Preferred Qualifications: fluency in other languages; Master's degree in a related field from an accredited university.

Salary Range: 35,000 – 40,000 a year; negotiable; raises based on changes in local cost of living and merit

Additional Benefits: paid holidays, vacations, and sick days; Health Savings Account

Interested candidates should send an email message with the following materials (.doc, .docx, .rtf, or .pdf formats) to the OHRC Search Committee at jobs@owensborohrc.org: letter of intent, including the narrative of relevant past experiences and accomplishments, along with their potential vision and plans for the OHRC; resume, including contacts for 3—5 references, a sample of written work such as press release, newspaper or magazine article, report, etc. Applications will be accepted until the position is successfully filled. For additional questions or clarification, please contact the OHRC Search Committee at jobs@owensborohrc.org.