



Executive Director

Martha's Vineyard Mediation Program is seeking a part-time Executive Director to join our team. Working 25-35 hours per week year-round, the newly hired Executive Director will provide strategic and financial leadership during a period of continued growth and service expansion. We are seeking an individual who has a commitment to our mission, vision, and core values as a conflict resolution center. The successful candidate will develop a strong skill set in one or more of the conflict resolution services offered by our organization, if not already attained.

The Executive Director will manage the day-to-day operations of the Center and provide collaborative leadership with five part time staff members, along with the Board of Directors. The Executive Director will be dedicated to serving our local community needs and building knowledge of the unique cultures of Martha's Vineyard and South Coast Massachusetts. The new Executive Director help the Board and staff to further deepen our multi-year commitment to Diversity, Equity, and Inclusion as overall guideposts for all of our organization's efforts.

About MV Mediation

MV Mediation is a 501(c) (3) non-profit founded in 1984 by the local District Court to serve Martha's Vineyard. For many years, we operated as a relatively small organization working mainly in the Edgartown Small Claims Court. We now offer an expansive array of dispute resolution services through the courts and in the communities we serve. During the last two decades, we focused on community-derived cases including consumer, family, estate disputes and divorces. Since 2013, we have worked under the umbrella of the Massachusetts Office of Public Collaboration (MOPC) as part of a network of Community Mediation Centers in the Commonwealth. In Fiscal Year 2021, we began working in four District Courts in Bristol County to provide mediation for housing cases through the Massachusetts Eviction Diversion Program.

Coming from a 2010 budget in the \$20,000-\$30,000 range, our budget for Fiscal Year 2023 is upwards of \$300,000. Sixty percent of our funding comes from government grants including a significant operating grant from the MOPC. We also receive governmental funding from the Massachusetts Trial Court, the Eviction Diversion Program, and the State Attorney General's Office, The Parent Mediation Program and the Massachusetts Agricultural Mediation Program. Twenty percent of the budget is raised through community donations and small grants. The remainder of the MV Mediation budget includes twenty percent derived from fee-for-service, project contracts and course fees. Fund-raising, grant writing and a commitment to fulfilling our budget goals will be an important part of the Executive Director's work.

We are a dynamic, growing, and somewhat complex organization. Even though we are relatively small, we offer a variety of services and programs and support a large roster of mediators, coaches, and other service providers, many of whom are volunteers. The services we offer are mediation, coaching, facilitation, educational workshops and classes. The areas we work in include agriculture, housing, community conflicts, estate, elder affairs, consumer disputes, divorce and family, youth, and schools as well as Court derived cases. Our goal is to always say yes to any project or case that involves unresolved conflicts, and we have a high success rate for mutually satisfactory outcomes with the help of our professionally trained service providers.

Plan for leadership transition

For many years, MV Mediation did not have an Executive Director and our daily operations were under the oversight of a Board Executive Committee. In 2017, our Lead Mediator, in addition to her existing duties, took on the role of Director. In 2019, the Board created the Executive Director position. The Executive Directors will be transitioning away from her present role no later than June 2024. Our goal is to select her successor by the spring of 2023 and provide an opportunity for the new Executive Director to work in partnership with her while training in a paid position for up to 9-12 months. Following June 2024, she plans to take on a newly developed role as Educational Director, supervising and training service providers and continuing to offer classes and workshops.

Summary of Executive Director Responsibilities

- Collaborate with the Board, staff, and volunteers to develop and implement strategic plans that address the Center's Mission and Vision.
- Develop and nurture meaningful relationships with community partners, courts, state and local governmental agencies, and elected officials.
- Provide financial leadership in partnership with the Board of Directors and Treasurer to manage all finances including annual budget development, internal and external reporting, accounting systems, and payroll procedures.
- Provide administrative oversight of vendors, purchases, and contractors.
- Provide leadership and reporting with and to the Board in all phases of its work.
- Manage, lead, recruit, and hire all staff; develop and administer personnel policies; conduct periodic performance reviews.
- Lead fundraising, donor campaign and grant writing approach.
- Lead publicity, marketing, outreach, and awareness campaigns.
- Collaborate with Director of Education regarding our array of dispute resolution services.
- Attend to program compliance with various grant requirements.
- Maintain productive relationships with partnerships and networks.
- Monitor and contribute to the organization's positive community reputation.
- Manage adherence to a complex set of State, organizational, legal and grant expectations.
- Provide leadership for ongoing Diversity, Equity, Inclusion, Justice and Belonging initiatives.

Required Qualifications and Competencies

- Well organized oversight of systems and processes.
- Bachelor's Degree.
- Will participate in appropriate conflict resolution training.
- Competent in office management, financial management and budgeting.
- Demonstrated commitment to values of equity, diversity, inclusivity and belonging.
- Demonstrated cultural competence, ability to work effectively with diverse individuals.
- Competent in grant-writing and fund-raising.
- Strong writing and verbal skills with ability to communicate clearly and effectively.
- Experience with collaborative leadership practices.
- Technical abilities including email, Word, Excel and Zoom.
- Will work in-person on Martha's Vineyard equivalent of three days weekly.

Desired But Not Required

- Experience in mediation and conflict resolution.
- Experience with volunteers.
- Computer & tech systems proficiency.
- Bilingual/Bicultural.
- Community service/non-profit experience.
- Publicity and marketing experience.
- Advanced degree preferred.

To be determined with final candidate

- Combination of in person minimum three days weekly and remote work with the awareness that the position will require a hands-on presence.
- Compensation commensurate with experience.
- Possibility of contractor role or benefited position.
- Training and tandem arrangement with present Executive Director

Note about housing on Martha's Vineyard

There is limited available housing on Martha's Vineyard, and we urge applicants to research this matter fully before applying. MV Mediation, unfortunately, does not have housing available for the Executive Director.

EOE/AA employer, MVMP will not discriminate in employment practices due to an applicant's race, color, religion, national origin, sex, gender/identity, expression, age, ancestry, sexual orientation, disabilities, genetics, veteran status, marital status, pregnancy-related conditions, or political beliefs.

Our Mission

To serve our community by providing education, outreach, mediation, conflict coaching, facilitation and related services to help prevent and resolve conflicts.

Our Vision

To create an island of competent, capable and effective conflict resolvers.

Our Core Values

COMMUNITY FIRST

We are committed to serving our community.

ACCESS TO ALL

We believe that conflict resolution services should be accessible to everyone.

QUALITY MATTERS

We hold our mediators and other service providers to high standards.

DEDICATED TO DIVERSITY AND INCLUSION

We are committed to serving ALL people.

We believe the concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and we recognize our individual differences. We believe inclusion moves us beyond simple tolerance to embracing the rich dimensions of diversity within each individual.

GUIDED BY PRINCIPLES

Our work is guided by the ethical principles of confidentiality, voluntariness, self-determination and mediator neutrality.