



Title: Co-Executive Director

Reports to: Board of Directors

Supervisees: Community Mediators

Classification: Full Time/Exempt

Location: Pittsburgh, Pennsylvania

Compensation: \$95,000/year

About Just Mediation Pittsburgh

At Just Mediation Pittsburgh (JMP), we believe that mediation empowers communities by leveraging underutilized resources to address complex social challenges equitably. As a community mediation center, we currently focus on landlord-tenant mediation as an alternative to eviction court, with plans to expand into other areas of community-based mediation.

We view mediation as a tool for justice, providing a space where conflicting parties can engage collaboratively to reach mutual understanding and resolution. Our work is grounded in deep listening, self-determination, and a commitment to resolving community issues.

Position Summary

The Co-Executive Director (Programs & Strategic Growth) serves as a strategic and programmatic co-lead of Just Mediation Pittsburgh, sharing leadership responsibilities with the Co-Executive Director (Operations & Internal Culture). This position focuses on mediation program excellence, organizational growth, and strategic innovation. The Co-Executive Director (Programs & Strategic Growth) identifies opportunities to expand JMP's mediation services beyond landlord-tenant disputes, strengthens community partnerships, and ensures program quality and impact. Working collaboratively with the Co-Executive Director (Operations & Internal Culture), this role ensures that JMP delivers high-quality, equitable, and impactful mediation services while cultivating opportunities for organizational innovation, community engagement, and sustainable growth.

Responsibilities

Strategic Leadership & Vision

- Co-lead JMP's organizational strategy, ensuring programmatic alignment with mission and impact goals.
- Represent JMP externally to funders, partners, and community stakeholders.
- Collaboratively guide long-term planning, organizational culture, and communication.
- Promote JMP as a leader in equitable, community-based mediation practices.

Program Oversight & Mediation Quality

- Lead program design, delivery, and evaluation to ensure high-quality mediation services.
- Supervise community mediators, ensuring adherence to best practices and ethical standards.
- Provide advanced case consultation and direct mediation in complex or high-stakes cases.
- Develop and facilitate mediator training, mentorship, and reflective practice sessions.
- Oversee expansion of mediation programs based on community needs and organizational capacity.

Fundraising & Financial Stewardship

- Lead fundraising strategy, including donor cultivation, grant writing, and institutional funding.
- Identify and secure new funding sources aligned with JMP's mission and growth goals.
- Oversee financial planning, reporting, and audit processes in collaboration with the Deputy Director and Finance Committee.
- Coordinate budgetary systems and administrative controls to ensure fiscal accountability.
- Ensure financial compliance, transparency, and alignment with mission-driven outcomes.

Community Engagement & Stakeholder Relations

- Build and maintain strong relationships with funders, partners, and community networks.
- Serve as JMP's primary liaison to local, state, and national mediation associations.
- Represent JMP at community coalitions, conferences, and public events.
- Elevate community voices through participatory program design and evaluation.

Staff & Culture

- Supervise mediators and foster an inclusive, supportive, and reflective team culture.
- Model mediation principles internally to strengthen collaboration across departments.
- Co-lead internal meetings, retreats, and professional development activities.

Governance & Board Relations

- Provide programmatic and financial updates to the Board of Directors.
- Collaborate in strategic discussions related to organizational development and field leadership.
- Co-present funder and program reports as needed.

Qualifications

- Minimum 7–10 years of experience in mediation, conflict resolution, or related fields.
- Demonstrated success in program leadership, fundraising, and partnership development.
- Proven ability to manage budgets and work collaboratively on financial oversight.
- Strong facilitation, training, and communication skills.
- Deep commitment to equity, community empowerment, and mediation best practices.

Required Skills and Competencies

- Advanced mediation and facilitation expertise in complex cases
- Strategic and collaborative leadership experience
- Strong fundraising, grant writing, and partnership development skills
- Deep understanding of equity-centered and community-based mediation practices
- Excellent communication, storytelling, and relationship-building abilities
- Experience supervising mediators or program staff
- Proven success in program design, evaluation, and innovation
- Financial literacy and ability to manage budgets collaboratively
- Commitment to trauma-informed, inclusive, and community-responsive leadership
- High emotional intelligence, adaptability, and integrity in shared decision-making

Requirements

- Must reside in Allegheny County
- Flexible availability, including occasional evenings or weekends
- Reliable transportation for in-person meetings twice per month
- Ability to sit for extended periods and lift up to 20 lbs for event setup
- Access to a personal phone, internet, and a remote workspace.

Benefits

- Medical, dental, and vision insurance
- Generous PTO package, sick leave, floating-holidays, paid holidays, and bereavement
- Commitment to maintaining a healthy work-life balance

Application Process

Please submit a cover letter, résumé, and three references to admin@justmediationpgh.org with the subject line: “Co–Executive Director Application – [Your Name]”

Applications will be reviewed on a rolling basis until the position is filled. Priority consideration will be given to applications received by December 8th.

Applicants must be authorized to work in the United States. Just Mediation Pittsburgh is unable to sponsor employment visas at this time.

Just Mediation Pittsburgh is an Equal Opportunity Employer and prohibits discrimination and harassment. All employment decisions at JMP are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national origin, sex, pregnancy (including partners), age, ancestry, sexual orientation, gender identity and/or expression, place of birth, or any other status protected by the laws or regulations in the locations where we operate.