

Job Title	<i>Executive Director/Exempt</i>
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Scope:

The Executive Director is responsible for the successful leadership and management of The Center for Sexual Assault Survivors (The Center) in accordance with the strategic direction set by the Board of Directors. It is the responsibility of The Executive Director to coordinate, direct, manage, supervise and oversee the overall operation of The Center and ensure compliance with all program and grant funding requirements. The Executive Director is ultimately responsible and held accountable for the overall management and supervision of The Center itself, The Center staff, The Center Volunteers and all The Center activities.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

Strategic and Organizational Vision

- Work with Board, staff and community to create and develop a shared vision for The Center.
- Direct the organization in its goals of financial stability, community engagement and the meaningful impact of its programs.
- Identify opportunities for agency growth and development.
- Build understanding around the mission and development appropriate goals and strategies to advance that mission.
- Initiate and oversee the agency’s strategic planning process and annual programmatic strategic plan in conjunction with Board, staff and community stakeholders.
- Involve survivors, stakeholders and staff members in the strategic planning process when appropriate.
- Develop community partnerships to implement agency goals and programs.
- Work with Board, staff and community partners to implement goals derived from the strategic planning process.
- Evaluate the results of strategic planning implementation.

Fundraising and Resource Development

- Develop and implement agency fund development strategic plan in collaboration with staff and board of directors. Plan should include a balance of revenue source from grants, corporate and individual contributions, and special events.
- Research diverse funding sources and submit appropriate requests as approved by The Board of Directors.
- Serve as a resource on major corporate and individual donor interactions.
- Work collaboratively with the board fund raising development committee and other ad hoc fundraising committees to ensure the success of their initiatives.
- Ensure communication with and recognition of donors.
- Oversight of capital campaigns, as needed.

Financial Management

- Work with Finance Committee to draft an annual budget in a timely manner for approval by the Board of Directors between May and June annually.
- Establish financial policies in collaboration with the Finance Committee.
- Ensure implementation of financial policies, fiscal reporting, and accountability of finances.
- Monitors monthly program costs and keeps expenditures within the approved budget.
- Obtains Board approval for any unbudgeted expenditures.
- Supervises the processing of receipts, authorizes expenditures and oversees documentation of all financial records.
- Prepares and submits financial reports, and other information requested, to the Board at scheduled Board meetings or as requested by the Board.
- Work with agency auditor in the preparation of The Center's 990 return.
- Possess a thorough understanding of all aspects of the organization's financial condition and budget.
- Act as liaison with independent auditor.

Community Awareness and Advocacy

- Ensure the provision of strong community awareness and education programs.
- Represent the agency to the public and nurture positive relationships in the community.
- Lead community organizing and coalition building efforts to facilitate communication and collaboration between social services, healthcare and criminal justice services.
- Participate on community task forces, committees, forums, etc, as appropriate in order to provide information on sexual assault, serve as a spokesperson for The Center, and to ensure collaborative and participatory interaction within the community.
- Communicate with funders to support grant requests and ensure supportive relationships.
- Ensure the development and appropriate implementation of a crisis communication plan.

Personnel Management

- Provide leadership and support to The Center employees based on a model of staff empowerment.
- Ensure that grant funded (when applicable) and agency goals and objectives of employees are met and reported appropriately.
- Encourage staff professional development and self-care.
- Follow agency policies in recruiting, hiring, and terminating employees.
- Assure employees have adequate supervision including orientation and training, review of their assigned duties, support for their work, regular performance appraisals, and individualized education and training opportunities.
- Address employee problems in the areas of job performance and/or personal conduct according to The Center personnel policies.
- Ensure regular staff meetings are held to encourage open communication and information sharing.
- Ensure that employees receive information on changes and updates on agency benefits plans.
- Initiate consultation regarding employee problems and/or developmental needs on a timely basis with the board chair, board of directors or executive committee.
- Present salary adjustments, benefits, cost of living and/or merit increase proposals to the board of directors as appropriate.

Operations and Administration

- Oversee all operations of the agency in accordance with federal, state, and local laws, and the bylaws and policies as established by the Board of Directors.
- Oversee management and maintenance of The Center for Sexual Assault Survivors.
- Maintain safe and secure handling of Center records and reports necessary for program evaluation, personnel management, financial management and legal requirements.

Partnership with the Volunteer Board of Directors

- Serve as the primary contact for the Board of Directors.
- Provide recommendations and assistance to the Board in the formulation of policies for the effective operation of the agency and implement Board policies.
- Ensure appropriate level of communication, advice, staffing and information to support the Board in carrying out its duties and responsibilities.
- Work with the Board Chair to create an agenda for monthly meetings of the Board of Directors and Executive Committee.
- Ensure that Board Members are provided with agency reports, financial reports, and other pertinent information prior to all monthly board meetings.
- Communicate with the Board of Directors of critical issues impacting the agency as necessary between regularly scheduled meetings.
- Meet regularly with Board, Executive Committee, Board Chair, and Chair-Elect.
- Coordinate required Board trainings and encourage on-going training on sexual assault and agency issues.
- Involve the Board in consensus-building and decision-making activities on The Center issues including financial and organizational management, agency policies, planning, upcoming projects, and other issues.
- Engage Board members in fundraising.

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training.
- This position may be required to supervise interns/volunteers, depending on availability.

Preferred Educational Requirements:

- Master's Degree in Social Work or Human Services Field.
- Note that any education requirement listed may be deemed satisfied if you have an equivalent combination of education, training and experience.

Preferred Experience:

- At least 5-8 years of sexual assault/human services or related experience including staff supervision.
- Experience with clients in crisis/victims of family violence preferred.

Required Knowledge, Skills and Abilities:

- Ability to lead, evaluate and manage staff and work within a team
- Ability to think analytically
- Ability to write and implement program descriptions, implementation plans, and outcome measures
- Ability to work without daily supervision and to manage time effectively.

- Knowledge of and experience working with clients/families in crisis.
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of TheCenter.
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgment and discretion in working with clients.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of The Center.
- Ability to work with colleagues/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents the Center.
- Ability to produce forms, letters and presentations using computer software to include MicrosoftWord, Excel and PowerPoint.
- Must be able to make speeches to large groups
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is a 40-hour a week, exempt position and may on occasion include some early evening work. This is a grant funded position and requirements are subject to change.

Evaluation: Evaluation will occur on a regular basis. Executive Board will evaluate the Executive Director on a six-month (informal) and annual (formal) basis. The annual review will include a written evaluation. Continued employment is subject to Executive Director receiving satisfactory evaluations.

Reports to: Board of Directors

Salary Range: \$52,500 - \$54,000

