

The Domestic Violence Shelter EXECUTIVE DIRECTOR POSITION DESCRIPTION

Organization Information: The Domestic Violence Shelter's Mission is to build a peaceful community by providing safety, education, and supportive services while empowering survivors and those affected by domestic violence and sexual assault. The Shelter will provide programs to educate the community about the effects of violence on families and individuals with the purpose of empowering them to help reduce and prevent family violence in our community. The Shelter initiates programs that provide individuals and families the skills to live safe, violence-free lives and programs to educate the community about the effects of violence on families and individuals to help reduce and prevent family violence in our community. All staff are expected to communicate ethically and engage in providing excellent customer service and to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work. For more information, visit [The Domestic Violence Shelter](#) or find us on [Facebook](#).

Position Summary:

The Executive Director (ED) position will ensure that all staff uphold the mission and vision of the agency. The Executive Director provides leadership, direction and administration of all aspects of the Domestic Violence Shelter activities to ensure accomplishment of its objectives. The position provides leadership and direction to The Shelter. The ED will have overall strategic and operational control of the agency as it executes its mission.

Job Responsibilities:

Leadership

- Lead the day-to-day operations of the organization and ensure that corporate responsibilities are met
- Direct and supervise all organizational activities through appropriate staff.
- Support positive organizational culture and promote collaboration and teamwork between staff
- Ensure compliance with all regulatory agencies governing services and programs.
- Engage in community-building activities that benefit the work of the organization including cultivating influential and cooperative relationships and increase the visibility of The Shelter with law enforcement, court systems, social services network, educational and community groups, and the public
- Represent the organization through coalitions, networks, and related groups
- Ensure quality assurance and improvement activities for programs and services

Fiscal & Asset Management

- Ensure the overall financial well-being of the organization by overseeing the expenditures of the agency's finances including an ongoing review of the agency's monthly financial reports, final grant period expenditures and audit
- Prepare and manage annual agency budget and annual financial report
- Follow required grant budget expectations and appropriately utilize funds

- Obtain funding for programs and services through development activities, grant opportunities, and collaborative partnerships
- Oversee the maintenance of the building and grounds of The Shelter

Donor Development, Communications, Marketing, & Special Events

- Ensure the creation of the case for support and annual fundraising plan including fundraising strategies and vehicles
- Cultivate new donors and develop community relationships that foster fundraising initiatives
- Work in collaboration with the Development Director to raise funds and build relationships for the organization
- Ensure proper stewardship of funds raised for programs and services and properly recognize donations with expanded use of a customer relationship management (CRM) program
- Represent the organization with the media, elected officials, and other leaders

Program & Grants Management

- Ensure the safety and welfare of survivors, staff, volunteers and interns
- Ensure that all funding requirements and grant deliverables are met in a timely manner
- Develop community relationships that foster fundraising initiatives
- Explore new growth opportunities and other issues related to strategic direction
- Lead and advance the organization's fund-raising efforts
- Maintain and manage current grants, grant reporting and cultivate new funding opportunities
- Ensure positive funder relationships, meet grant expectations for current and future grant opportunities, and submit required documentation
- Research new funding opportunities, assess appropriateness, and evaluate staff capacity
- Develop the agencies programs and services per strategic priorities
- Ensure the education of the community, key stakeholders, and partner organizations

Governance & Board of Directors Management

- Assist with the creation of the strategic plan and implement the necessary steps of the plan
- Plan and prepare board meetings, meeting structure, and meeting agendas in coordination with the board's chair/secretary
- Create a culture of philanthropy with the Board
- Actively engage with the Board and Committees
- Prepare necessary business plans, information, and recommendations that will allow the Board to make informed decisions related to organizational policies, services, and strategy work
- Work closely with the Board President to increase board skills, committee effectiveness, and participation by the Board in Shelter activities
- Assist with recruitment and orientation of new board members

People Management

- Oversee the hiring, training, and supervising qualified staff
- Ensure that staff receive timely performance reviews
- Maintain open communication with staff

- Supervise the Management Team: Program Director, Development Director, Administrative Assistant

Qualifications:

- Related Bachelor's degree required
- **Preferred but not required**
 - At least 3 years' experience in a Domestic Violence and/or sexual assault programming preferred
 - At least 5 years' experience in nonprofit management, including budget preparation & management, supervision, and board management
 - At least 3 years' experience with development & fundraising or related experience (eg sales)
 - At least 3 years' experience with grant writing, budgeting, and grant management

Skills:

- Excellent written and verbal communications skills
- Proficiency in Microsoft Office applications
- Valid driver's license and ability to travel county and State wide

Revised May 2023