

Executive Director
Someplace Safe

REPORTS TO: Executive Committee of the Board of Directors

POSITION SUMMARY:

Striving to animate the Board of Directors' vision, the Executive Director (ED) is responsible for all aspects of day-to-day operations of Someplace Safe, while implementing the goals set forth in the Board-developed strategic plan. The ED should have a demonstrated commitment to the issues surrounding domestic violence, and have solid experience in fund development, budgeting and financial management, public relations, Board, staff, and volunteer training and management, and developing and maintaining meaningful community partnerships and programming.

RESPONSIBILITIES include but are not limited to:

- **FUND DEVELOPMENT AND FINANCIAL MANAGEMENT**
 - Maintain and strengthen current sources of funding, by developing and maintaining foundation, community, government, and United Way contracts, and explore generating new sources of revenue and support.
 - Works cooperatively in partnership with the Board in the planning of agency fundraising activities
 - Prepares and/or oversees preparation of and present funding proposals
 - Manage agency finances and budget according to best practices for non-profits, including apprising the Board of variances from the budget, and research and make recommendations regarding the agency's operating needs and budget, working with grantwriting and bookkeeper contractors
 - Negotiate purchase of service contracts

- **PUBLIC RELATIONS, OUTREACH, AND ADVOCACY**
 - Articulates and interprets agency philosophy
 - Acts as chief spokesperson for the agency to the media, or designates appropriate staff/volunteer to act as spokesperson
 - Leads and organizes agency's advocacy and public policy initiatives including aligning into online programming
 - Develop and oversee year-round public relations plan, assuring that the organization and its programs are consistently presented in a clear, focused manner to appropriate audiences
 - Build collaborative, mutually beneficial partnerships with other community organizations by developing community networks of support for the agency regarding organizational stability, programmatic growth, volunteer resources, and victim services
 - Ensure that agency serves as the proactive collective voice within the general community and the media for domestic violence issues
 - Act as liaison among community, agency, staff, and the Board

- PERSONNEL AND ADMINISTRATION
 - Meet day to day administrative needs of the organization including overseeing and approving all personnel matters including hiring, performance evaluations, disciplinary action, terminations, merit raises, and fielding grievances as Grievance Officer as designated in Personnel Policies
 - Support operations of the Board of Directors including integrating work of Board and its committees appropriately into the overall work of the agency
 - Supervises staff by promoting a culture of accountability, teamwork, and empowerment (*See organizational chart for direct lines of supervising and reporting relationships*)
 - Based on Board's strategic goals, lead and coordinate process to develop annual workplan for the agency
 - Participate in, encourage and oversee staff development opportunities
 - Ensure compliance with and implementation of, all external and internal regulations and policies
 - Act officially as keeper of all agency records

- PROGRAMS
 - Participate in planning, developing, and overseeing the implementation of outstanding programs and services to meet the needs of the agency's mission, clients, and various constituencies
 - Evaluate programs and services and strengthen and refine as appropriate

QUALIFICATIONS:

- REQUIRED
 - Deep commitment to meeting the needs of survivors of domestic violence
 - College degree in relevant field
 - Minimum 3 years nonprofit leadership experience, including effectively working with a Board and motivating staff, and volunteers
 - Demonstrated successful fundraising experience
 - Strong oral and written skills related to public relations, marketing, and community relations
 - Working understanding of finances, including budget preparation and monitoring as well as reading financial statements
 - Solid computer skills

- PREFERRED
 - Master's degree in relevant field
 - Reside in or near Trumbull County
 - Knowledge of dynamics of domestic violence
 - Ability to project a positive self image