



# DOMESTIC VIOLENCE SERVICES, INC.

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## JOB DESCRIPTION EXECUTIVE DIRECTOR

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The qualifications for Executive Director (ED) are leadership, advocacy, administration and fund development skills. The ED leads a unique emergency shelter program for families experiencing domestic violence, sexual abuse, dating violence or stalking. The ED will be visionary and detail-oriented, creative and analytical, collaborative and highly organized. They will be an exceptional communicator, with strong writing and public speaking skills. The ED is responsible to carry out the mission (see statement below), philosophies and goals of Domestic Violence Services, Inc.

### **Mission Statement**

Domestic Violence Services, a private, non-profit agency, provides emergency services to victims of domestic violence and sexual assault and works toward ending this violence within the communities we serve.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree, or 5-year equivalent type work in public administration, social work, nonprofit management, or related field.
- Strong written and verbal communication skills, particularly public speaking ability.
- Increasingly responsible experience in organizational leadership, management, program/policy development and capacity-building.
- Demonstrated experience working collaboratively with community partners, corporations, foundations, volunteers, and boards.
- Demonstrated success in fund development and financial management.
- Knowledge of issues related to domestic violence, sexual assault, stalking or dating violence.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **BOARD RELATIONS**

- The ED Reports directly to the President of the Board of Directors.
- Provide agency leadership and provide communication and serve as liaison with the Board of Directors and its Committees.
- Attend monthly Board meetings.
- Reports on budget and activities of the agency.

## **HUMAN RESOURCES ADMINISTRATION**

- Recruit, hire, supervise, discipline, terminate employees and establish performance standards, timely employee appraisals and facilitate conflict resolution among staff/employees, ensure that personnel and agency policies/practices meet all applicable employment laws.
- Implement Board approved personnel policies and monitor strategies that improve the effectiveness of the agency.

## **PROGRAM DEVELOPMENT – ADMINISTRATION**

- Oversee the development, implementation and evaluation of agency programs and services.
- Work in conjunction with the Board of Directors to develop long-range plans for program delivery.
- Make recommendations to the Board regarding program and policy changes.
- Maintain and oversee data collection systems for agency programs and funding that track effectiveness of and developing trends in service delivery.
- Coordinate and communicate services with other community agencies and organizations.
- Lead the organization to maintain and develop programs.
- Provide monthly reports.

## **FISCAL MANAGEMENT**

- Develop and recommend an annual budget for Board approval.
- Work with the Board Treasurer to report to the Board on the financial status of the agency on a monthly basis.
- Maintain record keeping procedures, controls and oversight of budget expenditures.
- Maintain and submit time sensitive monthly/quarterly/annual grant reports that provides consistent agency funding.
- Ensure cost-effective procurement and allocation of all agency resources.
- Prepares for each annual audit.

## **RESOURCE DEVELOPMENT**

- Develop and secure funding, including grant research, writing, financial, data collection/inputting and accountability reporting.
- Assist the Board and the Fundraising Committee with the development and coordination of agency fundraising efforts.
- Develop and maintain community support by soliciting contributions of monetary and in-kind resources.
- Provide timely accountability reports and nurture long-term relationships with all funding sources.

## **FACILITY OPERATIONS AND MANAGEMENT**

- Oversee the use and care of all facilities of the agency.
- Ensure appropriate maintenance, security and improvement of the facilities.
- Work with the Board to develop long and short-term plans for the agency's facility related needs.
- Maintain and oversee the management and organization of in-kind agency donations.

## **COMMUNITY AND PUBLIC RELATIONS**

- Represent the agency as its spokesperson in a professional manner with state, local or national agencies/organizations, coalitions, individuals and the community-at-large.
- Promote an effective, high-visibility and positive public image of the agency and its mission.
- Develop and implement marketing plans, media campaigns and promotional materials to increase the knowledge and awareness of the agency and issues related to domestic/sexual/dating violence and stalking.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Oregon driver license with clean driving record and proof of current auto insurance. Documents must be on file with the office. Must be willing to drive the insured vehicle on agency business. Certificate for Standard First Aid and CPR preferred.

## **STATEMENT OF CONFIDENTIALITY**

Must agree, in writing, to assure client and agency confidentiality at all times.

## **CRIMINAL HISTORY BACKGROUND CHECK AND DRUG SCREEN REQUIRED**

Must consent to a criminal background check and drug screen and have satisfactory result.

## **COMPLIANCE WITH POLICIES**

Must comply with all DVS policies and safety regulations.

## **EQUAL OPPORTUNITY EMPLOYER**

Domestic Violence Services, Inc. is an Equal Opportunity Employer. We are committed to a work environment that supports, inspires, and respects all individuals without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship or any other protected classes.

## **DEFAULT STATEMENT**

This Job Description is not all inclusive. The Board has the right to change this job description for the position of Executive Director as needs arise and may also assign tasks not specifically stated within these pages.