

Domestic Violence Center of Alexander County

Job Description

Position Title: Executive Director
Supervisor: Board of Directors

Primary Functions:

The position of Executive Director is primarily that of administration and management. The Executive Director is accountable to the Board of Directors for the operation of the programs/services offered by the DVRC as well as the shelter operations.

A description of the duties of the Executive Director is listed below. It is intended to serve as a guideline and may be changed at the discretion of the Board of Directors by agreement between the Board and the Executive Director. These duties have a twofold purpose: 1.) to ultimately provide shelter residents and victims of domestic violence/sexual assault with the best possible services and resources in which to aid in life changing choices; 2.) to benefit the community at large by increasing awareness about domestic violence.

Duties:

The Executive Director is responsible for overseeing the day-to-day operations of the agency, including but not limited to, staff hiring, ensuring the provision of quality services by evaluation of staff and programs, training and supervision, procurement of funds, ensuring internal controls compliance, grant writing, community education and public relations. The Executive Director works with the Board of Directors and assists board committees. Areas of expected performance include:

Board Related Functions:

- Formulate policies and establish practices that provide control and a plan of operation.
- Assists, supports and gives direction to the Board of Directors in the development and implementation of short term/long term objectives, and strategic goals.
- Participates, advocates and keep members informed about any development of public policy, funding, and legislation supporting victims of domestic violence and sexual assault in the community and larger community.
- Attend monthly Board meetings and give status reports concerning programs, staffing, funding, financial information, and informing the Board of all funding opportunities.
- Inform the Board of trends in the field of domestic violence and rape/sexual assault.
- Communicates with Board Chair regarding monthly board meeting agenda items and prepares Board Meeting packets.
- Conducts annual orientation of new board members
- Develops effective communication techniques with board members for productive working relationships.
- Promote Board involvement
- Reports directly to Personnel Committee regarding personnel issues.

Programs and Services:

- Oversee and manage the day-to-day operations of the Center programs and Shelter.
- Under the Board's auspices, develops plans to guide the organizations' future programs and activities that will result in the achievement of the organizations goals and objectives.
- Translates goals into budgets and identifies a potential means of financing each endeavor on an annual basis.
- Conduct and evaluate agency programs and services on an annual basis.
- Oversees the preparation of all grant applications and serve as a project manager for all grants.

Fiscal Management:

- Develops and recommends yearly budget for Board approval and manages organizational resources within the budget guidelines.
- Direct preparation and submission of grant applications on a timely basis and seek new sources of grant funding.
- Ensures that the agency is being managed in compliance with all government and fund requirements.
- Maintains official records and documents in accordance with state/federal law.
- Ensures monthly and annual financial and program reports are completed timely and accurately as required by the Board of Directors and Grantors.

Community/Public Relations:

- Represents the organization to the general public. Maintains effective relationships with local human services organizations/agencies, state-level organizations, appropriate government/non-government agencies and the general public in carrying out our mission.
- Assesses the needs of the community and provides programs and activities within the purpose of the organization.
- Performs public relations activities on behalf of the agency, including speaking engagements, media coverage and community education.

Staff and Volunteers

- Supervise, train and evaluate all full-time staff and part-time staff.
- Ensure the recruitment, training and appropriate, active involvement of volunteers.
- Conduct annual staff job performance evaluations.
- Promote continued education of all program staff.
- Orientation of new employees
- Interview, hire, assign and terminate employees as necessary in accordance with agency personnel policies.

Direct Services:

- Serve as backup to all program staff as needed in providing client services, intake, peer counseling, and answering the 24-hour crisis line.

- Serve as backup for Court Advocate.

Qualifications:

A minimum of a four year degree in a related field and three years experience in non-profit management. Experience in the area of domestic violence preferred.

Job Related Knowledge and Skills:

- Work within the bounds of confidentiality.
- Public speaking and presentation skills
- Clear and effective written communication skills
- Grant writing skills
- Computer skills including, but not limited to Microsoft Office Small Business, QuickBooks, and website maintenance.
- Basic knowledge of computers to purchase, install, and update software and troubleshoot potential computer problems.

Employer’s Rights:

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

I have read and understand all the information contained in the above job description. I also understand that by signing this document I am authorizing the Domestic Violence Resource Center of Alexander County, Inc. to obtain a complete criminal record and driver’s license check. I also understand that this information will be kept confidential.

Employee’s signature

Date

Personnel Committee Chair

Date