**A WOMAN’S PLACE (AWP)**

**Position Description**

# TITLE: Executive Director DEPARTMENT: Administration

**EMPLOYMENT STATUS:** Full-time **WAGE & HOUR:** Exempt

**SALARY RANGE:** 6

**VALUES STATEMENT**

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman’s Place are rooted in and guided by the following values:

**Courage:** A Woman’s Place acts bravely and boldly, notwithstanding fear.

**Creativity:** A Woman’s Place encourages the creation of meaningful new ideas, interpretations, and rules.

**Equality:** A Woman’s Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

**Integrity:** A Woman’s Place is of sound moral character and adheres to ethical principles.

**Respect:** A Woman’s Place is considerate and honors the worth and dignity of all beings and resources.

**Social Justice:** A Woman’s Place analyzes structural social inequalities in order to promote justice.

**VISION STATEMENT**

A Woman’s Place envisions a society where all individuals are safe in their relationships and can flourish.

**MISSION STATEMENT**

A Woman’s Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

**PURPOSE OF POSITION:** AWP’s Executive Director (ED) provides leadership to the organization, including, but not limited to administration, coordination, and supervision of all functions within the organization in accordance with the Values, Vision, and Mission. The ED is responsible to the governing body, i.e., the Board of Directors. He/she provides leadership and direction to the staff and is responsible for all operations, including:

* Program innovation, creation, planning, implementation, and evaluation;
* Fundraising, the seeking and writing of grants, conducting special fundraising events and mail campaigns, and maintaining a positive relationship with funders;
* Fiscal management and oversight;
* Ensuring a positive community image for the Agency including public relations and education and ensuring AWP fosters and maintains a positive community image and relations;
* Fiduciary management;
* In conjunction with the Board, development and implementation of AWP’s strategic plan;
* Primary responsibility for Risk Management and loss prevention.

**ESSENTIAL FUNCTIONS/RESPONSIBILITY:**

**Leadership**

1. Provide leadership to staff, Board, and community in developing new, relevant, and trauma-informed programs including recruiting and developing qualified staff.
2. Communicate AWP’s mission to Board, staff, and community to build momentum and good will toward the Agency’s vision.
3. Develop appropriate goals and strategies to advance the agency’s mission; ensuring those are translated in to goals and objectives for staff.
4. Establish and implement operational objectives that support AWP’s strategic plan.
5. Manage and administer programs and services offered by AWP.
6. Demonstrate an understanding of the technical, operational, and ethical issues facing AWP.
7. Ensure existing programs remain relevant and are operated in an efficient, productive, and cost-effective manner.
8. Educate Board and staff in any new regulations related to risk management and loss prevention.

**Operations**

1. Employ qualified staff to meet the Agency’s needs according to the agency’s personnel policies, salary schedules, and affirmative action policy.
2. Supervise Leadership Team members in a weekly group meetings and at least bi-weekly individual meetings.
3. Maintain a strong working relationship with all staff with open communication, respect, and trust.
4. Develop reasonable workloads for all personnel and provide supervision and evaluation to ensure quality performance and achievement of the Agency’s mission, goals, and objectives.
5. Provide promotion, demotion, assignment change, or termination as recommended by the supervisory personnel or as dictated by program needs.
6. Develop, maintain, and use appropriate operating systems and resources that facilitate the effective operation of the organization.
7. Seek input from agency data, staff, Board, and community resources for the purpose of identifying unmet service needs.
8. Recommend programs to the Board for approval along with a plan indicating the agency’s ability to deliver that service.
9. Ensure that monitoring of programs meets all standards and agreements and is consistent with agency’s Vision, Mission and Values.
10. Ensure Policy and Procedure manuals stay maintained and updated.

**Community Relations and Education**

1. Provide for the highest level of public visibility possible for the Agency within the limits of time available to him/her.
2. Act as the recognized spokesperson for the Agency in interfacing with the human services network.
3. Seek opportunities to present information about the Agency to relevant constituencies.
4. Act with sensitivity to the needs and values of diverse cultural groups in the community.
5. Develop and maintain collaborative, positive relationships with the many groups in the community that support or are involved in the organization or its mission.
6. Maintain current knowledge and education of trends in domestic violence and promote and advocate these within the community.
7. Monitor local, state and national legislation that impacts domestic violence.

**Financial**

1. Develop and oversee appropriate fundraising and financial strategies.
2. Ensure that solid planning and budgeting systems are in place to accurately assess, manage, and project the financial health of the Agency.
3. In consultation with the Comptroller, provide the Board and its committees with recommendations concerning the Agency insurance coverage needs.
4. Prepare an annual agency budget in collaboration with the Finance Committee of the Board.
5. Fiscally administer the Agency on a day-to-day basis consistent with the capacity of the approved budget.
6. Provide for a monthly income statement and cash position to guide the Board in financial decisions.
7. Prepare for the annual audit of the Agency’s finances by a qualified Certified Public Accountant.
8. Take initiative in seeking additional funding sources, contracts, and other sources of agency income, on an ongoing basis.
9. Oversee the fiscal accountability of the Agency to all of its funding and contracting sources.

**Regulatory Compliance**

1. Ensure compliance with standards and requirements of all regulatory agencies and funding sources and maintain alliances with appropriate funding groups, including but not limited to PCADV, auditors, and the IRS.

**Board Relations**

1. As the chief staff to the Board, maintain a strong working relationship with the board, characterized by open communication, respect, and trust.
2. Model effective working relationships with the board to staff, assigning other agency staff to Board Committees based on the ability of each staff to best assist those committees.
3. Establish appropriate systems for dialogue and communication between the Board and staff.
4. Adhere to the Agency’s ethics policy and standards of conduct as detailed in the Personnel Handbook.
5. Report on the overall program of evaluation and quality assurance to provide risk prevention.
6. Keep the Board well informed about agency activities and provide regular reports including an annual report.

## Job Qualifications

Minimum 4-year advanced degree from accredited college/university; Masters degree preferred.

Minimum of 5 years of leadership/management experience.

Strong leadership skills that create a healthy and dynamic organizational environment that enables staff to thrive based on the six agency values.

Demonstrated track record of success in staff and program management, creation and execution.

Excellent ability to influence audiences through effective communication skills including writing, public speaking, etc.; communicate with clarity, timeliness, and thoughtfulness to staff, Board, and community.

Strong interpersonal skills and the demonstrated ability to work with AWP’s diverse constituents throughout the community.

Exhibit a high level of professional and ethical standards in all areas of work and behavior, setting an example for staff and working to inspire confidence in the integrity and quality of the agency.

Experience developing and managing agency budgets.

The ability to pass all background checks and to successfully complete 45 hour direct service training.

Commitment to AWP’s Vision, Mission and Values.