

Interim Executive Director
A Woman's Place
Doylestown, Pennsylvania
www.awomansplace.org

The Organization

As the only domestic violence organization in Bucks County, Pennsylvania, A Woman's Place (AWP) provides comprehensive free, private, and confidential service, support, education, outreach, and advocacy to victims of domestic violence and their children and the community.

The Position

The Interim Executive Director (ED) provides leadership to the organization, including but not limited to, administration, coordination, and supervision of all functions within the organization. Reporting to the Board of Directors, the Interim ED provides leadership and direction to the staff, and interfaces effectively with the community. This is an Interim (temporary position) to begin as soon as possible, with an anticipated end date no later than June 2024. The position is based at the administrative office in Doylestown. This is an in-person role (not remote work) and will start out full time and after several months may evolve into a part time position (3 days/week). This is an hourly paid position and there are no benefits.

Responsibilities

Leadership

- Provide leadership to staff, Board, and community.
- Manage and administer programs and services offered by AWP.
- Demonstrate an understanding of the technical, operational, and ethical issues facing AWP.
- Ensure existing programs remain relevant and are operated in an efficient, productive, and cost-effective manner.

Operations

- Supervise Leadership Team members and meet regularly to review goals.
- Maintain a strong working relationship with all staff with open communication and respect.

Community Relations and Education

- Act as the spokesperson for the agency in interfacing with the human services network.
- Seek opportunities to present information about the agency to relevant constituencies.
- Act with sensitivity to the needs and values of diverse cultural groups in the community.

Financial

- Oversee appropriate fundraising and financial strategies.
- In partnership with the accounting staff, ensure that planning and budgeting systems are in place to accurately assess, manage, and project the financial health of the agency.
- Fiscally administer the agency on a day-to-day basis consistent within the capacity of the approved budget.
- Provide a monthly income statement and cash position to guide the Board in financial decisions.
- Oversee the fiscal accountability of the agency to all its funding and contracting sources.

Regulatory Compliance

- 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

- As the chief staff to the Board, maintain a positive working relationship with the Board, characterized by open communication and respect.
- Adhere to the agency's ethics policy and standards of conduct as detailed in the Personnel Handbook.

The Candidate

The Interim Executive Director must understand the goals and mission of A Woman's Place and the individuals it serves. Demonstrated experience as a compassionate and committed leader who provides direct and timely responses is essential. The Interim Executive Director will be a strong leader and outstanding communicator who clarifies goals, supports teams, and cultivates trust while at the same time requiring accountability.

Qualifications

- Commitment to the Vision, Mission and Values of A Woman's Place.
- History of responsible management and administrative experience in nonprofit organizations preferably in domestic violence services or related programs including human/social services, healthcare, housing, education, or substance abuse.
- Proven skills and experience in communicating and working with a Board of Directors, committees, and Board members.
- Strong leadership skills and a broad understanding of human resource management.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including administrators, board members, volunteer leaders, clients, and community leaders.
- Experience managing government contracts preferred.
- Demonstrated track record of success in staff and program management.
- Strong written and verbal communication skills.
- Demonstrated working knowledge of nonprofit financial management including developing and managing budgets.