



JOB DESCRIPTION

Job title	Executive Director
Reports to	Chair, Safehope Board of Directors

Job purpose

To provide leadership and overall administrative oversight of the agency, including the development, organization and implementation of domestic violence, sexual assault, shelter, prevention, outreach and other services the agency provides. To provide administrative oversight of grant development and compliance with federal, state and local statutes, ordinances and regulations; Kansas state and internal coalition Domestic Violence/Sexual Assault (DVSA) policies and procedures; fiscal management and program coordination; and services to clients

Duties and responsibilities

Administration

1. Administer the agency's programs according to the organization's stated mission and maintain overall responsibility for all activities
2. Act in the capacity of an advisor to the Board of Directors, keeping them informed of agency operations
3. Assist the Board of Directors in the development and implementation of a strategic plan to include succession planning attributes
4. Develop and prepare the agency's annual budget, manage fiscal functions that ensure an adequate system for proper accounting, write financial reports and monitor the agency's budget
5. Administer all programs and operations withing budgetary provisions and limitations
6. Keep apprised of developments and trends in the agency's operation and be attentive to meet community needs as well as funding source requirements. This includes attending quarterly meetings and serving on committees of the Program Council of the Kansas Coalition Against Sexual and Domestic Violence as needed

Program Funding

1. Develop and manage a comprehensive fund development program, including grant writing, donor and membership solicitation, major gift campaigns, grant management activities and identification of new sources of public and private support. Ensure that all proposals, grant applications and reports are submitted in a timely manner
2. Work with staff, board and community partners to develop strategies to increase and diversify revenue, including exploration of external fee revenue and implementation of a comprehensive program to raise private funds
3. Lead internal culture shifts stemming from changes in revenue sources (i.e. shifting from primarily government funding to greater diversity including substantial individual funding)

Personnel Management

1. Develop and administer sound personnel practices that ensure the personal and professional growth of all agency employees. This includes recruiting, hiring, training, supervising, evaluating and terminating staff in order to provide the highest quality of services to clients and the efficient and effective operation of all programs
2. Promote and maintain a positive and safe workplace culture. Develop programs, processes and procedures that promote high morale, employee dignity and open and effective communications that minimize turnover and create and support a stable workforce
3. Establish a clear and appropriate chain of command and delegation of responsibilities
4. Ensure that a viable volunteer program is an integral part of the agency's activities

Community Relations

1. Represent the organization in public arenas and promote the mission of the agency in the community and throughout the state
2. Develop and maintain appropriate community relations
3. Ensure agency representation on the Domestic Violence Response Team and other community collaboratives, commissions and task forces
4. Develop and implement outreach programs, focusing on community education and prevention of domestic violence and sexual assault
5. Develop and coordinate public relations and media efforts that include coalition-building and organizational collaboration with other community service providers and governmental partners

Qualifications

1. Bachelor's degree, preferably in Social Services, Criminology, Psychology or related field or equivalent experience. Master's degree a plus
2. Five (5) years of increasingly sophisticated management experience in a non-profit agency, community-based organization or other human service setting
3. Demonstrated skills in budgeting, fiscal management, grant writing, fund raising, donor solicitation and program management and development
4. Experience and knowledge of victim services and advocacy and the dynamics and issues related to domestic violence and sexual assault. Knowledge of service area communities and resources preferred
5. Demonstrated organizational, analytical and people management skills as they relate to victims, employees, volunteers and collaborative partners. Knowledge of the principals and practices of personnel development including experience supervising paid professional and volunteer staff
6. Possess excellent writing and verbal communication skills. Demonstrated ability in public speaking, community relations and working with diverse people and groups
7. Excellent computer and related skills to include use of internet search engines, access to government portals and websites and Microsoft suite of applications

Working conditions

Work environment is of a secure, quiet and confidential nature which may be disrupted from time to time due to nature of providing assistance to victims of a sensitive and personal nature

Physical requirements

1. Possess valid Kansas driver's license, good driving record and proof of insurance
2. Physical attributes necessary to operate and function in an office environment to include interpersonal interactions, communications, preparation and handling of documents and sitting for extended periods of time
3. Bending, lifting and carrying up to forty (40) pounds of weight (donations/commodities), occasional bending, stooping, kneeling and/or crouching
4. Flexibility to travel as needed including out-of-town and overnight trips

Status

1. Full-time, exempt
 2. Serves "at the will" of the Board of Directors and is accountable to the Board, its Chair or designee
 3. Eligible for benefits as outlined in Employee Handbook
 4. Salary commensurate with experience
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THIS POSITION IS GRANT FUNDED

Safehope is an equal opportunity employer. Safehope does not consider race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or marital status in employment decisions. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.