

# **Domestic Abuse & Sexual Assault Crisis Center (DASACC)**

## **Job Description**

### **Executive Director**

**TITLE:** Executive Director

**REPORTING FUNCTION:** Board of Trustees

**DESCRIPTION:** Serves as Chief Executive Officer, accepting responsibility for the direction and operation of the organization. Works directly with the Board President and Board of Trustees to fulfill the agency's mission and strategic vision. Provides leadership to the staff. Maintains and supervises the agency's daily operations according to its policies, procedures, and approved budget.

The Executive Director represents the organization to the greater community to further partnerships, advocacy objectives, programing initiative and community partnership goals.

**Mission Statement:**

is to help, serve, and advocate for those impacted by interpersonal violence, to be proactive regarding its prevention, and to create positive change.

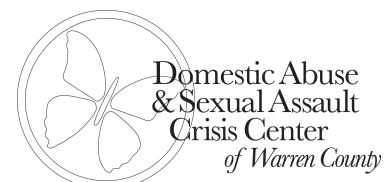
**Anti-racism/Anti-Oppression Statement:**

DASACC serves all those who identify as being impacted by interpersonal violence; and we strive to maintain knowledge and sensitivity of the impact of race/ethnicity, religion, sex, sexual orientation, gender identity, gender expression, citizenship, disability status, neurodiversity, age, mental health, substance use and any other aspect which make a person unique.

**DUTIES:**

**Leadership and Direction**

1. Direct and manage the agency's 24/7 operations.
2. Develop and implement policies and procedures to govern the operation of the agency.
3. Establish a work environment that supports the mission and delivery of services according to the agency philosophy.
4. Develop and implement strategic and operational plans that support the agency's mission, and budget.
5. Develop an annual financial budget. Once approved by the Board of Trustees, administer the budget to meet or



exceed financial targets, ensure that funds are allocated, managed, and reported according to sound accounting principles, and according to funding agency requirements.

6. Provide financial statements and strategic progress reports to the Board of Trustees.
7. Perform all other related duties as required.
8. Help identify and support fundraising activities as appropriate.
9. Identify service gaps and propose strategies to address the issues.
10. Serve as an ex officio member of the Board.
11. With the Board President develop agendas for meetings to enable the Board to fulfill its responsibilities.
12. Provide the Board with a monthly Executive Director's report including financial, staffing, facilities, and other updates as necessary.
13. Work with the Executive Committees as necessary to assure effective committees, strong communications, and ongoing Board development.

### **Supervision/Administration**

1. Develop an organizational chart for the agency and develop a sound management team. Provide supervisory support for the Shelter Director, Administrative Staff, and Outreach Director. Ensure that supervisors are trained in performance management procedures and that annual performance reviews are prepared in accordance with existing policies and procedures. Periodically update job descriptions and review the completion of employee personnel files.
2. Attract, support, and motivate top quality paid and volunteer staff members.
3. Facilitate monthly staff meetings.
4. Oversee staff work time and sign all time sheets, vacation requests, etc.
5. Assure that all staff act consistently with agency philosophy and expectations and help to promote the same in others.
6. Oversee the development, implementation, and reporting of program performance measures including quality of service levels, unit cost, and outcomes.
7. Dismiss supervised staff as necessary for grievous breaches of safety and policy compliance.
8. Manage the agency's employment practices including hiring/termination, supervision, performance management, promotion, career development, and team building.

### **Fundraising**

1. Supervise all agency fundraising events.
2. Support and attend all agency events.
3. Supervise the development of grants and assume responsibility for agency compliance with grant requirements.
4. Manage the development of new grants and annual grant renewals.
5. Nurture current donors and continue to expand donor base through current and new initiatives.

### **Facilities/Technology Management**

1. Supervise the construction, repairs, renovation, and maintenance of all facilities.
2. Assure compliance with all life safety and fire code requirements.
3. Manage the maintenance and updating of all technological equipment and systems.

**Domestic Abuse & Sexual Assault Crisis Center (DASACC)  
Job Description  
Executive Director**

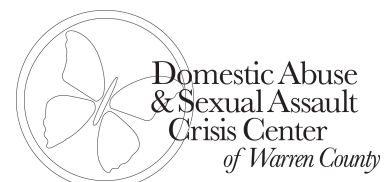
**Community Relations**

1. Serve as the chief spokesperson and advocate for the agency. This includes staying on top of domestic violence, victim's rights and legislative issues so that the agency's position can be formulated and advanced as appropriate. It also includes participating in speaking engagements, representing the agency at community and state forums, responding to all media inquiries, and approving all press releases.
2. Collaborate with other social services, domestic violence, and funding agencies to network or resolve issues
3. Oversee the public relations/marketing activities of the agency.
4. Nurture and grow key stakeholder relationships to improve the level of service to agency clients.

**MINIMUM QUALIFICATIONS:**

- Advanced degree and minimum 5 years of experience in a senior-level leadership role.
- Demonstrated leadership, supervision, and management experience in a service agency.
- Business acumen and financial/fiscal responsibilities.
- Fundraising experience.
- Successful program development, or related area.
- Knowledge of interpersonal violence and problems/barriers faced by survivors and their families.
- Excellent critical thinking, problem solving, decision making and action taking skills.
- Oral and written communications skills and ability to represent agency in the community.

**Salary Range: \$130,000 - \$140,000**



## **DASACC Core Values:**

**Integrity:** Having high moral standards or ethical convictions that promote truthfulness and honesty. The ability to do the right thing even if no one is watching you.

**Family and Friendship:** Creating and maintaining friendly relations with those related to us through a common purpose in our community resulting in the sharing of common and diverse attitudes, interests and goals which leads to balance and an even distribution of weight.

**Love:** The deepest offering to ourselves and others. The genuine display of kindness, self-acceptance, and acceptance of others by recognizing and practicing personal attitudes, actions and feelings that promote harmonious, caring, and dignity-filled relationships.

**Autonomy:** Having independence in one's thoughts and actions and the right and/or power of self-determination within and outside of a professional setting. Autonomy is the freedom to choose what is best for one's professional, physical, and/or emotional health, which is to not be met with judgment.

**Diversity:** Inclusivity of ALL people which celebrates differences, intersectionalities, and change in variation between one another. Having dignity in all aspects of ourselves, along with mutual respect which honors one another and those things which make us unique.

**Advancement/Personal Growth:** The process by which individuals use their skill sets and determination and achieve new goals and more challenging opportunities creating a safe to fail environment. Refers to the self-improvement of one's skills, knowledge, personal qualities, life goals and outlook.

**Creativity:** The use of imagination or the ability to generate ideas/alternatives/possibilities that may be useful in solving problems, communicating with others, or for the use of entertainment.

**Diverse Perspectives:** Honoring, respecting and recognizing the individuality of others that originate or are influenced by one's uniqueness and lived experience to engage, learn, grow, and share in the contribution to the forward movement of the Agency.

**Competency:** The ability to integrate and apply knowledge, values, and skills to situations in a purposeful intentional manner to promote human and community well-being.

**Loyalty:** Giving and receiving support which can be practiced universally in both good and difficult times to establish trust, honesty, concern, and openness allowing one to safely engage with accountability.

**Helping Others:** The act of service towards others, supporting one another and responding to someone else's needs with a sense of love and compassion. Standing up for one another and assuring people receive fair treatment.

**Collaboration:** Working together to complete a project or task or develop ideas or processes that benefits and honors all agency partners.

**Responsibility:** Holding oneself accountable by accepting ownership for the impact that one has as a leader in one's role.

**Safety:** Being supported through fostering trust, accountability, transparency, positive culture, diversity, autonomy, and an unbiased non-judgmental environment.

**Gratitude:** A deliberate awareness and appreciation that provides opportunity to reflect on what is frequently taken for granted, especially during challenging times.