



EXECUTIVE DIRECTOR POSITION OPEN – February 2018  
Trenton, New Jersey

The NJCEDV Executive Director is an exciting and challenging position for an individual who seeks the opportunity to affect change in New Jersey. The Executive Director is the chief administrative official of NJCEDV and reports directly to the Board of Directors. She/he is responsible for providing visionary leadership as well as operational expertise. As the chief spokesperson, she/he is to effectively communicate the mission and spirit of the domestic violence movement. The Executive Director (ED) is the principal resource to NJCEDV Board, staff, domestic violence programs, and all relevant governmental and community organizations. She/he is responsible to oversee and strengthen the organization's infrastructure that supports the programs and its anticipated growth.

Primary responsibilities focus in the areas of administration, fiscal management, human resources, planning, programming, public relations, fund development and advocacy. The ED's main responsibilities include:

Serve as the public face of the NJCBW providing effective advocacy for all its positions/constituents and act as the principal liaison to State of New Jersey officials, departments and agencies and their national counterparts.

Manage the procurement of funds and financial affairs of the NJCBW including research, and oversee the preparation of grants to support the organizations goals, the development of the budget, and prudently allocating resources within those budget guidelines to maximize results.

Develop and recommend policy to the Board of Trustees which is consistent with the mission and core values of the NJCBW and is designed to support its critical goals and objectives

Facilitate the development of and direct a comprehensive offering of programmatic initiatives and activities. Evaluate the effectiveness of all NJCBW programs against outcomes measures on a regular and continuing basis to ensure that they are meeting the needs and goals of the Coalition and its constituents.

Provide support to NJCEDV's Training Institute and Annual Conference which offers trainings to professionals, government workers, law enforcement/judiciary, organizations, etc. to further the understanding of domestic violence and how best to address prevention and intervention. Work with the Director to strategize and enhance its reach and growth.

Support staff who administer and are liaison to the Domestic Violence Specialist certificate program to further its impact and stability.

Supervise a staff of 15 and hired consultants to fulfill training and contract obligations.

Oversee the activities of the Coalition Office including fundraising initiatives.

**Qualifications:**

- Working knowledge of domestic violence and the social/feminist theory.
- Experience in an agency serving victims of domestic violence and/or Coalition experience preferred.
- Master's degree in related field or Bachelors with demonstrated experience. A minimum of 5+ years of successful senior level/l managerial /supervisory experience including grants management, human resources, public relations and fund development.
- Understands the role of state domestic violence coalitions and domestic violence programs in the intervention and prevention of domestic violence.
- Possesses democratic leadership style and values feminist ideals and workplace policy.
- Knowledge of state/federal legislative system.
- Committed to issues of social justice, diversity, cultural competency and antiracism/anti-sexism.
- Demonstrates openness, respect and values teamwork. Excellent written and oral skills in all realms
- Demonstrates successful supervisory experience of seasoned staff.

Salary commensurate with experience plus fringe benefits

Please send cover letter, resume and salary requirements to: [nonprofitbiz27@gmail.com](mailto:nonprofitbiz27@gmail.com)

Survivors and individuals from marginalized communities are encouraged to apply.

A complete job description available upon request.