



JOB DESCRIPTION

JOB TITLE:	EXECUTIVE DIRECTOR		
FLSA:	Exempt, Salaried	HOURS PER WEEK:	40
SALARY BAND:	A		
REPORTS TO:	Chairperson, Board of Trustees	DEPARTMENT:	Administration
DIRECT REPORTS:	Director of Operations Clinical Services Director Executive Assistant Fund Development Director (eventual position)	DATE REVISED:	11/2019

JOB SUMMARY:

The Executive Director reports to the Chairperson of the Board of Trustees and works closely with the Executive Committee of the board to advance the mission, vision, and strategic plan of the agency. The Executive Director approves the hiring and termination of staff and contractors in collaboration with respective directors and managers. The Executive Director is responsible for budget development in collaboration with the Director of Operations. It is expected that the Executive Director will also stay abreast of emerging trends in the field of domestic abuse, sexual assault and abuse, and child abuse to ensure the delivery of quality client centered services. It is the responsibility of the Executive Director to, in collaboration with the Board of Trustees, ensure sufficient funding to advance the mission of Safe in Hunterdon. The executive director actively engages in fund development and donor stewardship, ensuring positive presence in the community. Fund development will include fund raising events, donor support, and grant writing among others.

Position Requirements:

- Education:
 - Master's Degree in Social Sciences, Social Work, Nonprofit Management or Public Administration.
 - Certification in Non-Profit Management and/or Leadership preferred
 - Licensed in a social service field preferred
- Experience:
 - Five or more years of experience in interpersonal violence field (e.g. domestic violence, sexual assault, child abuse)
 - Five or more years senior level leadership and administrative experience in non-profit organizations
 - Demonstrated successful management and administrative experience in budget development and oversight
 - Demonstrated success in grant research, writing, and management at the local, county, state, federal and private foundation levels
 - Three to five years demonstrated success in fund raising to include events, community engagement, donor stewardship and overall solicitation
 - Knowledge and understanding of related nonprofit laws, standards and operations



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- Demonstrated ability to lead the development and implementation of an organizational strategic plan
- Qualities/Skillsets:
 - Excellent organizational and strong verbal and written skills
 - Strategic thinking and planning
 - Strong collaborative approach in work with Board and key organizational leaders/managers
 - Ability to assess and positively influence organizational culture
 - Able to use technology (software familiarity)
 - Strong organizational skills
 - Ability to assess challenges and engage resources in developing solutions
 - Commitment to staying abreast of the emerging trends in the field of non-profit management and interpersonal violence
 - Commitment to awareness of local needs, resources, talents and culture
- Other:
 - Valid Driver's License – clean driving records for past five (5) years (no DUI, speeding, texting or similar offense)
 - Available weekends and evening as needed.

ESSENTIAL FUNCTIONS:

- **Administrative Operations:**
 - Collaborates with the Board of Directors to establish organizational policies (e.g. HR, finance, safety, etc.)
 - Develops salary schedules
 - Stays current with job development and supervision/management trends to motivate and retain talent
 - Active member of related local state and national sexual abuse and assault, domestic violence and child abuse related professional associations and coalitions.
 - Stays current on related legislation legal requirements, prevention, intervention and treatment services
 - Works collaboratively with related nonprofit, governmental and community-based agencies
 - Lead and participate in agency staff meetings
- **Fiscal:**
 - Develops and oversees overall agency budget
 - Reviews reports for all financial records including donations, income, grants in compliance with reporting and auditing standards to ensure effective and efficient controls are in place
 - Insures completion of an annual audit and timely business filings (taxes, CRI, 990, annual report, 1099s) are filed in a timely manner
 - Approves payments and processing of credit card transactions, invoice payments and authorizes transfers and loan and investments as directed by Board of Director chair in compliance with Board of Directors resolutions
 - Procures and Oversees insurance policy coverage and filing claims
 - Ensures proper management of fundraising from planning through execution of special events to thanking all contributors



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- **Fund Development**
 - Actively seeks local, state and federal grant funding
 - Actively seeks private foundation funding
 - Develops and implements fund development activities (i.e. annual appeal, special events, etc.)
 - Actively cultivates donors base with specific focus on major donors

- **Board Development/Relations:**
 - Maintains Board informed of organizational functioning
 - Prepares reports and assists in drafting agendas for the board in consult with chair and issues a monthly report for each meeting
 - Identifies Board training needs and engages Board members in developing a training plan
 - Collaborates with Board Development committee in orienting new Board members
 - Develops and updates Board manual to present for Board approval and implementation
 - Participates in nominating potential board members as needed and appropriate
 - Collaborates with the board in establishing the agency's strategic plan and orients new board members to ensure compliance with non-profit laws and the by laws

- **Facility Operations:**
 - Implements comprehensive facilities management and ensures facility is properly maintained, improved, safe and effectively used
 - Oversees inventory of contents
 - Reports problems to board and landlord in a timely manner
 - Develops protocols for building use, suggests acquisitions and changes as needed
 - Maintains external relationships with town officials and insurance agents

- **IT Operations:**
 - Supervises webmaster operations directors and IT management of hardware, software and website(s) to manage information in compliance with state and federal laws and maintain privacy and security of its clients and users

- **General Program(s) Operations:**
 - Oversees vendor and professional contracts(s)
 - Seek and retain legal counsel as needed and communicate findings to the board
 - Selects and directs the implementation of data collection for documentation research and reporting purposes and publishes same when possible
 - Serves as primary contact with the press and for all social media
 - Collaborates with Program Directors and Managers to develop and evaluate ongoing and new programs and services
 - Makes presentations to the community to promote awareness and outreach to garner appropriate support and promote social change as needed
 - Advocates for the needs of victims and survivors in disaster planning and preparedness and resource development



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OTHER:

- Participate on internal committees
- May drive agency vehicle and may transport staff or clients between agency locations and other areas of the county for valid business reasons as requested
- Other duties as assigned by the Board of Trustees. This job description not be construed as a contract and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice

Please send resume and cover letter to search@safeinhunterdon.org