APPLICATION PROCESS:  
• Candidates who do not meet the minimum qualifications will not be considered.   
• Applications must include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate’s knowledge, skills and abilities. References will only be contacted after a successful in-person interview (candidate will be notified).  
• Send applications to [jed@safeembrace.org](mailto:jed@safeembrace.org) by March 31, 2019.

**Position**:   Executive Director (ED)

**Compensation**:  Competitive Salary and Benefits Package

**Reports to**: Chairperson, Board of Directors

**Job Description**:

The Executive Director is responsible for the overall direction, leadership and operation of the Safe Embrace mission with special emphasis on the fundraising program/department.   This position acts as spokesperson for the organization and is responsible for strategic planning, fiscal management, fundraising and organizational development.  The ED will have a major focus on developing and implementing strategies to effectively cultivate, solicit and steward donor gifts including overall grant and foundation management and individual donor portfolios.

**Duties and responsibilities**:

**Leadership & Planning**:

●        With staff assistance, the ED is responsible for the development of short and long-term goals for the entire agency for implementation and monitoring of action plans and evaluation of results.

●        Provide leadership and vision to all staff with the purpose of developing Safe Embrace leaders so that the team can operate at their peak performance of excellence.

●        Works with the Board of Directors to develop its capabilities via education, recruitment, retreats, and strategic planning. Ensures the Board is fully informed on all Safe Embrace functions and encourages diverse expression and dialogue amongst Board members.

●        Must be able to motivate, direct and be supportive of staff working in a high stress crisis response atmosphere.

●        Annually, produces an Organizational Budget to be reviewed and approved by the Board of Directors.

**Management & Oversight**:

●        Directly manages the Program Director and Administrative Staff. The Program Director is responsible for the day-to-day management of all direct client services program staff.

●        The Executive Director works with the staff to establish accountability standards and systems that track the effectiveness and impact of the organizations program activities.

●        In collaboration with the Program Director, the ED is to help monitor the DV/Sexual Assault programs ensuring that they meet community needs.

●        Responsible for ensuring that all policies and procedures are clearly communicated to all staff and volunteers, and that they are observed. Responsible for creating, maintaining and/or providing oversight of clear policies and procedures for all aspects of the agency.  Policies and procedures will be informed by applicable laws and regulations, industry standards and best practices, and the agency’s stated mission and must be approved by the Board of Directors.

●        Ensure that staff and volunteers perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unsafe practices or situations

**Financial Administration & Oversight**:

●        Working with the Program Director, the ED is responsible for final approvals of organization budget for both programs and capital needs.

●        Monitors all financial operations of the organization in collaboration with the Board Treasurer.

**Public Relations**:

●        Responsible for building and maintaining good relations with state and federal officials; providing non-partisan positions on promoting Safe Embrace priorities.  The ED is also responsible for interpreting the purpose of the organization to the public through all means of communication.

●        Develop and maintains healthy relationships with a wide variety of stakeholders including individual board members, other community-based nonprofit programs, law enforcement agencies, local business leaders, local foundation staff, community groups, and city, county and state government officials.

●        Serve as the “face” of the organization, effectively championing our work and communicating our needs in public and through the media. Develop and make presentations to a variety of groups.

**Resource Development:**

●        Work closely with Safe Embrace Board of Directors and Program Director to develop strategies and tactics to rapidly and successfully expand fundraising efforts.

●        Assist with training, coaching and inspiring Board members, staff and other interested parties in cultivation, solicitation and stewardship of major donors.

●        Develop positive and productive relationships with potential sources of funding including individuals, foundations, groups, companies, and grant making entities.

●        Responsible for the development of fundraising goals, objectives and overall agency budget.  Become an expert in the Donor Perfect CRM System.

●        Personally manage a portfolio of 25-50 major donors and prospects, schedule and conduct prospect and donor calls to engage donors in Safe Embrace work.

●        Develop written cultivation, solicitation and stewardship plans.  Conduct prospect research and generate prospect profiles.

●        Approach all fundraising activities in a manner that is ethical and consistent with the organization’s mission, strategic plan, applicable laws and regulations.

**Qualifications**:

**Personality & Communication Skills**

●        Proven fundraising experience preferred.

●        Excellent interpersonal, verbal and written communication skills.

●        Proven ability to successfully work with a Board of Directors.

●        Strong organizational skills, the ability to work independently and to manage multiple projects.

●        Proven leadership capabilities.

●        Results oriented with a friendly, collaborative approach and a team oriented style.

●        Ability to be a passionate public spokesperson/representative of the organization’s mission.

●        Possess the ability to manage stress and prioritize tasks in a crisis response environment.

**Knowledge, Education & Requirements**

●        Bachelor’s degree in a related field is desired.  Will substitute work experience for education.  A minimum of 5 years in a senior fundraising, program management or senior operating position is required.

●        Comprehensive understanding of the dynamics of abusive relations, sexual assault, sex trafficking. The willingness and ability to clearly articulate this knowledge in a manner that engages our community.

●        Must submit a comprehensive drug screen and federal/state criminal background check.

**Position Type/Expected Hours of Work**

●        This is a full time position.  Days and hours of work include but are not limited to Monday-Friday, 9:00 a.m. to 5:00 p.m.  Safe Embrace operates a 365 day 24 hour domestic violence shelter and sexual assault hotline.  Hours and days can include nights and weekends.

*Safe Embrace celebrates the diversity in our nation, community and staff.  We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.*