



DOMESTIC VIOLENCE
Resource Center

The Domestic Violence Resource Center is a northern Nevada non-profit organization that provides free confidential services in an effort to bring an end to family violence in Washoe County. The organization provides individuals and families with a step-by-step path to safer and healthier living through individualized service plans as well as the caring support victims need. The Domestic Violence Resource Center is the area's leading provider of services to those experiencing family violence.

Job title: Executive Director

Reports to: DV Resource Center Board of Directors

Status: Fulltime – Salary, Exempt

Compensation: \$78,000-\$125,000 (Depending on experience)

To Apply: Email resume to: board@domesticviolenceresourcecenter.org with “Exec Dir application” in the subject line. *Note: Responses will not be sent to email inquiries. Eligible candidates will be notified by June 1, 2021.*

Position Summary:

The Executive Director is responsible for the overall management of the organization from a resource development, staffing, financial support and board management perspective. The Executive Director will incorporate best practices from the field of non-profit management to ensure that domestic violence victims are receiving services that directly address their individual needs. The Executive Director will operationalize the organization's strategic mission and plan at the direction of the Board of Directors.

Essential Functions:

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

- Guide and manage the Domestic Violence Resource Center's programs including: Direct Client Services, Residential Programs, Development and Outreach, Temporary Protection Order Project, and Transitional Housing Services.
- Develop new programs to impact client need and in support of organizational goals.
- Guide and lead the board of directors in setting organizational goals and strategies.
- Guide and lead fundraising/development efforts to support organizational goals.
- Guide and lead marketing initiatives and community outreach to further DV Resource Center's mission and strategic goals.
- Manage and evaluate Domestic Violence Resource Center staff.
- Performs other duties as appropriate.

Knowledge, Skills and Abilities:

- Ability to create and articulate a vision for DV Resource Center’s client services based on research and evidence based practices.
- Knowledge of community, and proven collaborative partner in community initiatives across a spectrum of human services.
- Team oriented leader who can mentor staff and assist them in growing in their roles.
- Ability to plan, direct and review the work of others.
- Excellent interpersonal skills, demonstrated through positive customer service skills, and ability to relate to people of varying ages and backgrounds.
- Effective conflict resolution skills, particularly relative to working with clients in crisis.
- The ability to take initiative and independently manage the details of multiple programs and projects, to track activities, meet deadlines and evaluate success.
- Demonstrated problem solving and self-starting skills.
- Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
- Disciplined and able to maintain confidentiality.

Minimum Qualifications:

BA or BS in counseling, social work or human services related field, or equivalent professional experience required. Leadership and supervisory experience in the non-profit field. *All Domestic Violence Resource Center employees must sign a confidentiality agreement to protect the privacy of the shelter location and identities of the clients served by the organization.*

Physical Requirements:

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or repair materials.

The Domestic Violence Resource Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.