

<b>Job Title</b>	Executive Director	<b>Program</b>	Administration
<b>Supervisor</b>	None (Board of Directors)	<b>Direct Reports</b>	Director of Operations Clinical Director
<b>Hours</b>	Full Time (40 Hours Per Week)	<b>Status</b>	Exempt

**Job Purpose**

Reporting to the Board of Directors, the Executive Director is responsible for overseeing all facets of the day to day operations of the organization and ensure all programs, services and funding supports the mission to Stop Abuse in the Family Environment.

**Duties and Responsibilities**

*Provide Leadership and Management*

- Ensure local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing operations.
- Communicate effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Lead, coach, develop, and retain the agency’s high-performance senior management team. Provide management oversight to all functional departments within the organization, which includes utilizing sound human resource practices and employing effective performance management techniques.
- Actively engage and energize S.A.F.E. House’s employees, volunteers, board members, event committees, alumni, partnering organizations, and funders.

*Engage in Fundraising and Communications*

- Expand local revenue generating and fundraising activities to support current and operations and planned expansions, as well as promote domestic violence education and awareness.
- Deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating stronger brand recognition, improving company image, and garnering new opportunities.
- Maintain and foster relationships with current donors in order to sustain financial support, as well as seek out and engage potential new donors for the organization.
- Participate in state, county, and citywide collaborations and partnerships to ensure participation in a coordinated community response to domestic violence.

*Engage in Planning, New Business, and Financial Management*

- Facilitate the creation of the agency strategic plan which achieves its mission and towards which it makes consistent and timely progress. Implement said plan following approval from the board of directors.
- Assume responsibility for the fiscal integrity of S.A.F.E. House, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Assume responsibility for fiscal management and generally anticipate operating within the approved budget, ensure maximum resource utilization, and maintain the organization in a positive financial position.
- Engage in the process of creating, evaluating, and improving operational policies and procedures, and implementing any policies and procedures created by the Board of Directors.

*Additional Duties*

- Learn about new developments in the domestic violence field by reading professional literature and attending courses and seminars.
- Maintains professional and technical knowledge in the field of nonprofit management by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

- Promote team cohesion across agency departments by acting as a team player, maintaining open lines of communication, and facilitating team building activities.
- Perform other duties as assigned by the Board of Directors.

**Qualifications**

- Bachelor’s degree or higher in business or related field and/or equivalent work experience in management of non-profit organizations required.
- At least 3 years of experience in areas of domestic violence required.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Ability to work effectively in collaboration and develop partnerships with diverse groups of people.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Ability to communicate effectively with board of directors, all agency staff, and associates.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to resolve conflict, communicate effectively, remain calm in crisis situations, and maintain a supportive demeanor at all times.
- Consistently display the qualities of passion, idealism, and integrity, while also being mission-driven, ethically responsible, and self-directed.
- Possession of a current Nevada Driver’s License.

**Working Conditions**

- Typically works within an office environment based out of the administrative office, however will be required to perform job duties outside of these settings at locations such as the emergency shelter and agency events.
- May work with emotional, demanding, and difficult clients.
- May have to work weekends or in the evening.
- May have to use personal vehicle for business purposes.

**Physical and Mental Requirements**

- Ability to lift up to 20 pounds.
- May be placed in situations that cause emotional stress, such as witnessing the effects of trauma, therefore ability to effectively handle stress is a requirement.
- May be placed in situations that are life threatening to self or others, such as encountering an abusive partner, violent clientele, or suicide.

*The job description is not intended and does not create employment contract. S.A.F.E. House maintains its status as an at-will employer. Employee can be terminated for any reason not prohibited by law.*

<b>Employee Signature</b>		<b>Date</b>	
<b>Printed Name</b>			