

Job Description:

DOMESTIC VIOLENCE EXECUTIVE DIRECTOR

GENERAL RESPONSIBILITIES

The Executive Director is the chief administrator of the Domestic Violence Program, which provides services to victims of domestic violence in a three-county area in northeastern Nevada. Major responsibilities includes grant writing, program planning, program administration, personnel supervision, fiscal oversight, volunteer management, and coordination with social service and law enforcement agencies. The Executive Director reports to the Board of Directors and works closely with law enforcement agencies, to include law enforcement agencies. The DV Executive Director is also part of the Leadership Team and works to provide strong leadership to guide the development of the overall program consistent with its mission statement, objectives, and values. As the person with primary responsibility for all aspects of the program, the Program Director should be acquainted with crisis counseling and all aspects that surround the provision of services to all victims of domestic violence and their children.

EXAMPLES OF WORK

Prepares short and long range plans to address needs of victims of domestic violence.
Makes reports to and works with the Committee Against Domestic Violence (CADV) board of directors on a regular basis.
Under supervision of the President of the Board of Directors, the Executive Director, prepares proposals for submission to funding sources.
Completes all required close-out, Program Plan, year end and grant reports to funding sources.
Makes oral and written reports to the Board of Directors as required.
Submits monthly program reports as required by the board or by grant monitors.
Represents the Domestic Violence Program on a state level through attendance, participation, and membership with Statewide DV organizations and various committees.
Oversees all hiring, training, scheduling, supervision, evaluation and corrective action of all program staff.
Provides guidance and support to all program staff.
Oversees all direct services to clients, including 24-hour telephone hotline, counseling, shelter, support groups and referrals & On-Call Services.
Oversees Domestic Violence Education, outreach & Training.
Stays up-to-date on best practices, current research and literature, and effective and appropriate responses to domestic violence.
Makes presentations to the community about domestic violence.
Networks with personnel of other agencies to develop enhanced service linkages.
Coordinates with local law enforcement agencies to provide support to victims of domestic violence.
Attends/participates in Leadership, Agency, and Domestic Violence Program meetings.
Attends/participates in agency and program events.
Performs related duties as necessary to ensure effective program operation.

QUALIFICATIONS

Candidates should have at least 5 years successful experience in human services, including at least 3 years at the supervisory level. Volunteer work or an advanced degree in a related field will be considered in lieu of experience. The Executive Director is expected to have a familiarity with the causes and consequences of domestic violence and prior experience in programs serving clients in crisis.

Special consideration will be given to applicants who can demonstrate expertise in long-range planning, volunteer development, grant writing, fund raising, and program administration. The Executive Director must be extremely reliable, sensitive, and emotionally mature.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary for this position depends education and experience. Raises are provided annually based on merit and availability of funding.

WORK CONDITIONS AND ENVIRONMENT

This is a full time salaried position and requires a minimum of 40 hours per week. This employment is contingent upon continued funding for this position. The Executive Director reports to the president of the board of directors. A private office for the Executive Director is located in Harbor House, the shelter building. This position is exempt from the requirements of the Fair Labor Standards Act and is an "At Will" position. Days worked may include week-ends, and/or holidays.

Contact Bri Morris- Board President- (775) 738-6524 for more information.

CADV (Harbor House) IS AN EQUAL OPPORTUNITY EMPLOYER

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