



**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:** \$90,000-\$130,000 (Depending on experience)

#### **Position Summary:**

The Executive Director is responsible for strategic and operational leadership of the organization. The Executive Director acts as the public face of the organization and serves as the lead fundraiser. In partnership with the Board of Directors, the Executive Director will establish long-range goals, strategies, plans and policies and will execute on these goals, strategies, plans and policies. The Executive Director is responsible for ensuring the overall programmatic and fiscal integrity of the organization within the framework and philosophy set by the Board of Directors. The Executive Director will directly supervise the Senior Leadership Team and provide supervisory guidance and collaborative leadership for all staff.

#### **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.

#### **Leadership:**

- Lead long-range strategic planning—in partnership with the Board of Directors and other stakeholders—and oversee implementation of the visioning and planning, ensuring necessary funds, staff, infrastructure, and resources are available to realize goals.
- Inspire, motivate, and lead a team of committed direct service and administrative professionals to realize the organization's mission, vision, and strategic goals.
- Directly manage the senior leadership team.
- In coordination with senior leaders, provide management and supervision of all programs and staff.

- Work with senior leaders to develop new programs to impact client need and support of organization goals.

#### ***Fundraising and Communications:***

- Maintain and expand relationships with major donors, including private foundations and corporations.
- With development staff, expand revenue generating and fundraising activities to support sustainability and future growth.
- Work in partnership with the Board to identify, solicit, and acquire new sources of funding.
- Maintain a portfolio of major donors for cultivation, engagement, and moves management.
- Deepen and refine all aspects of communications, with the goal of establishing key messaging, creating a stronger brand, and expanding awareness.
- Serve as lead spokesperson for the organization, while also cultivating other spokespeople among staff and the Board.

#### ***Financial Management:***

- In partnership with the Board and the Director of Finance, ensure effective budget development and management.
- Develop the annual budget with the Finance Director and Bookkeeper.

#### **Board of Directors:**

- Establish and maintain a good working relationship with the Board of Directors, including: continual communication with the Board; orienting new Board members; and leveraging the resources of the Board to maximum effect to accomplish the organization's goals and objectives.
  - Partner with the Board to implement the agency's strategic plan and identify areas of growth.
  - Report regularly and transparently to the Board on all progress and challenges.
  - Support development of strong Board recruitment, retention, evaluation, and training.
  - Provide regular financial statement for the Board.
- Additional duties as assigned by the Board of Directors.

#### **Knowledge, Skills and Abilities:**

- Experience working with a Board of Directors.
- Proven success in developing staff and cultivating a culture of transparency and accountability.
- Experience driving fundraising and effectively engaging donors to build and sustain movements.
- 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.

Cover letters and resumes can be emailed to [Board@domesticviolenceresourcecenter.org](mailto:Board@domesticviolenceresourcecenter.org) no later than March 31, 2022. For more information about the Domestic Violence Resource Center, please visit <https://domesticviolenceresourcecenter.org/>.

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*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.*

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