



ending domestic abuse
once and *for all*

Safe & Sound Somerset

Executive Director: The Board of Trustees of Safe & Sound Somerset is seeking an Executive Director who will be responsible for overall management and operation of the organization. Our mission is to empower survivors of domestic abuse and engage the community to break the cycle of violence. Primary responsibilities include: supervision of senior management staff, developing fundraising and financial strategies including development of the annual budget and overall financial oversight, providing leadership to staff and overseeing human resources and personnel, and cultivating and maintaining relationships with community and funders.

Qualifications: Bachelor's Degree, with ten plus years' experience in non-profit management, preferably as an Executive Director, and/or finance/business administration;

Ideal candidate will also have domestic violence specialist certification or willingness to complete a Domestic Violence education program.

To view a complete job description, go to our website:

<https://www.safe-sound.org/contact/>

Interested candidates should send a cover letter, resume and references via email by November 1, 2017 to Trudy Doyle, President, Board of Trustees, at: safesoundsomerset@gmail.com

Safe+Sound Somerset, Inc.
Job Description - Executive Director

Position Title: Executive Director
Reports to: Board of Trustees

Job Summary:

The Executive Director is the Chief Executive Officer of Safe+Sound Somerset, Inc. The Executive Director works with and reports to the Board of Trustees, and is responsible for the agency's consistent achievement of its mission and financial objectives, within policy guidelines established by Board of Trustees. The Executive Director is responsible for overall strategic planning, fund development, financial management, organizational development, staff management, and program operations and implements agency goals, manages day-to-day operations, including oversight of all operations, facilities, human resources, management and development of grants, and support services for victims of domestic violence. The Executive Director serves as primary spokesperson for the organization and should take a lead role in representing the Agency throughout the County and State.

Major Responsibilities:

1. **Supervisory** - Supervises Senior Management staff, including Director of Development, Director of Program Services, and Director of Finance and Operations, or other such equivalent or like positions as may, from time to time, exist.
2. **Fund Development/Grant Oversight & Fiscal Management** - Develops and manages the fundraising and financial strategies of the organization; develops, recommends and support an annual budget for approval by the Board; develops and monitors operating and capital budget; makes recommendations to Finance and Fund Development committees; coordinates required financial and narrative applications and reports to funders; audits agency's financial records; oversees the management of all funds, consistent with the organization's accounting system. Remains accountable for financial recordkeeping.
3. **Leadership** - Provides leadership to staff and effectively oversees human resources and personnel matters. Acts as professional advisor to the Board.
 - a. Sets and achieves goals by developing the vision for the agency and working with staff to accomplish agency goals through the provision of quality services.
 - b. Creates and maintains a supportive working environment that encourages cooperation, shared knowledge, open communication and common goals.
 - c. Meets formally with direct reports at least once a month.
 - d. Provides support and leadership to supervisees in their respective areas of responsibility.
 - e. Completes annual performance reviews.

- f. Encourages staff to participate in decision-making.
- g. Makes expectations clear and provides guidance to achieve agency goals.
- h. Approves all job descriptions, hiring, salaries and evaluations with supervisor input and recommendations.
- i. Recommends and administers personnel policies.
- j. Addresses grievances and appeals by clients and staff.
- k. Makes all final termination decisions.
- l. Facilitates staff meetings.
- m. Monitors the operation of programs, facilities, staffing assignments, purchases, and support services.
- n. Maintains availability by cell phone for clinical and administrative emergencies.
- o. Keeps the Board informed about services, trends, legislation, operations problems arising, and any and all other matters necessary for Board consideration or for which the Executive Director seeks Board input or approval.
- p. Provides leadership in the planning process. Recommends and provides input on long-term goals. Establishes and carries out long-term and short-term goals.
- q. Recommends policies for consideration.
- r. Provides and/or arranges for staff support of Board committees as needed.
- s. Assists Board Development committee with Board member recruitment and cultivation.
- t. Implements policies set by the Board.

4. Community Outreach/Education/Awareness - Cultivates and maintains relationships with community and funders.

Qualifications/Experience:

1. Skill requirements:

- a. Highly motivated and able to work both independently and as part of a multi-disciplinary team
- b. Demonstrated fundraising and program development experience
- c. Experienced in strategic planning, as well as developing goals for the agency.
- d. Knowledge of the dynamics of domestic violence
- e. Knowledge and previous direct responsibility for all facets of business administration and management, including fundraising, financial management, budgeting, facilities management, staff management, HR;
- f. Concrete working knowledge with non-profit accounting and Quick Books.
- g. Demonstrated experience in community organizing and grant writing
- h. Excellent verbal and written communication skills
- i. Strong organizational, interpersonal and analytical skills

- j. Able to interface effectively with all levels of internal and external contacts**
- k. Proactive in identifying domestic violence issues and experienced in effectively communicating relevant issues.**