



Job Title: Executive Director
Reports to: Board of Directors
Status: Full-time, Exempt
Hours: Flexible schedule required
Location: On-site in Corvallis, Oregon
Salary: Starting range of \$90,000 - \$125,000, commensurate with experience
Benefits: Comprehensive package and relocation negotiable
Date: October 3, 2024

The mission of the Center Against Rape and Domestic Violence (CARDV) is twofold:

- To provide services and support to those affected by sexual and domestic violence; and
- To provide education and leadership within the community to change the societal conditions that cultivate these forms of violence.

CARDV is committed to a culture of civility, respect, and inclusivity. As an Affirmative Action/Equal Opportunity employer, CARDV values diversity in our team regardless of self-identity; to that end, we welcome applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA2S+ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Position Summary:

The Executive Director is responsible for the effective leadership and management of CARDV, collaborating closely with the Board of Directors to implement the organization's strategic direction. This role involves overseeing day-to-day operations and serving as an inspiring representative of CARDV within the community. The Executive Director will provide fiscal and managerial support to staff, ensuring that agency operations and services align with the organization's mission, values, and goals. A key focus will be on developing and maintaining relationships with community partners, including government agencies, law enforcement, funding partners, donors, and local service organizations. CARDV operates in Linn and Benton Counties, with offices located in Corvallis, Oregon.

Leadership Responsibilities:

The Executive Director will establish and maintain an effective work environment by clearly communicating goals and expectations for staff performance, providing appropriate counseling, and fostering employee engagement initiatives. This role encompasses a range of personnel duties, including recruitment, coaching and mentoring, training, managing employee relations, evaluating performance, succession planning, and overseeing disciplinary actions and terminations.

A successful candidate will have the ability to:

- Oversee the planning, organizing, and directing of the organization's programs and activities.
- Provide leadership to and manage the efforts of site staff to ensure appropriate support of all departments.
- Maintain clear professional and personal boundaries with clients, staff, and board.

- Create and maintain the highest levels of confidentiality when dealing with personnel matters, client information, and sensitive situations.
- Actively support a transparent, supportive, and trauma informed work climate that allows CARDV staff to thrive in their roles.
- Oversee and report on the organization's operations and services to the Board of Directors.
- Supervise the development of evidence-based financial forecasting and implementing consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.
- Collaborate with the board and senior management to coordinate and lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates.
- Oversee and coordinate major organizational system changes.
- Provide opportunities for career coaching, growth, and personal development to ensure staff retention and foster a diverse and highly qualified workforce.

Development Responsibilities:

The Executive Director will be responsible for developing accurate fundraising and performance analyses, ensuring the delivery of robust services and fostering strong funding relationships. This role requires effectively communicating insights to the Board and community partners. Candidates should possess a proven track record of revenue generation, strong project and financial management skills, as well as experience in community development and volunteer recruitment.

A successful candidate will have the ability to:

- Develop and maintain accurate and timely analyses of fundraising, service level results, and organizational performance, including statistics on services provided. Communicate this information to community partners and the Board of Directors in a clear and detailed manner to support informed decision-making.
- Ensure that services and funding relationships are robust and meet or exceed strategic goals and objectives.
- Demonstrates a proven history of generating new revenue streams and improving financial results, including experience running large fundraising initiatives and events.
- Manage projects, including planning, delegating, program development, and task facilitation.
- Manage the financial health of the organization, including preparing budgets, analyzing finances, decision-making, and reporting.
- Lead staff, volunteers, and community in such a way that inspires active involvement in the organization's success.

Required Qualifications:

- Experience using logic, cultural competence, social perception, and negotiation to support appropriate decision-making.
- Five or more years of nonprofit management experience.
- Prior donor development and fundraising experience including major gifts solicitation.
- Experience working with a volunteer Board of Directors.
- Experience developing and executing strategic plans.
- Demonstrated experience effectively communicating the agency's mission and strategic future to staff, donors, volunteers, and the greater community.
- Demonstrated strong written and oral communication skills, including strong public speaking.
- Ability to manage non-profit status and compliance with local, state, and federal laws.
- Ability to travel around the Linn-Benton community to perform work including donor visits and training.

Preferred Qualifications

- Bachelor's Degree or a minimum of 10 years in progressive managerial positions.
- Experience leading and supporting a direct service team.
- Experience working with survivors of domestic violence and sexual assault or in an allied field.
- Experience leading and managing capital campaigns.
- Prior experience as an executive director of a non-profit organization.

Typical Work Environment

The majority of work for this position is conducted in a typical, climate-controlled office environment. The role involves extended periods of sitting at a desk or a computer, with frequent interruptions from employees, community members, and clients.

Work may be performed during standard working hours, Monday through Friday, but will occasionally require work on evenings or weekends, driving regularly to locations to meet with community members, attending events inside and outside in all types of venues and weather, and may involve lifting up to 50 pounds when helping clients.

Our office is people-focused and involves activities that revolve around teaching, guiding, and understanding people. As this social work environment involves a lot of social interaction, people who enjoy social interaction, and are motivated by helping others do well will thrive here.

To Apply

Please email your resume and cover letter to executive.search@cardvservices.org

Your cover letter should address your fundraising and donor development experience, your involvement in direct services organizations, your experience working within an organization that serves multiple and diverse communities, and your approach to making trauma-informed decisions when overseeing a team that includes employees with their own experiences of trauma.

All application materials received **on or prior to midnight on October 25, 2024** will be given priority.