

The Center Against Rape and Domestic Violence (“CARDV”) Executive Director Position Description

CARDV’s mission is two-fold: 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 offers services 24 hours a day, 7 days a week.

CARDV is seeking to engage an Executive Director whose responsibilities include, but are not limited to:

GOVERNANCE

Leadership Development, Organizational Planning, Staff Management

Program Development and Operations (Organizational Planning)

- Supports the Management Team in overseeing quality service delivery to CARDV clients by providing supervision, support, guidance, training, supportive and resources.
- Establishes and maintains positive relationships with community partners including medical professionals, law enforcement, District Attorney, etc.
- Establishes and maintains positive relationships with and ensures CARDV has a leadership role on inter-agency teams, steering committees, councils, and other local, regional, and state advisory boards.
- Initiates and oversees new projects and services approved by the Board.

Personnel Administration (Staff Management)

- Develops and maintains a supportive work climate which allows for the successful performance of the CARDV team.
- Oversees team recruitment, compensation, and retention.
- Directs implementation of Personnel Policies.
- Supervises administrative staff and supports the Management Team in supervising direct service team members.
- Serves as a resource to the Board of Directors Personnel Committee in developing and revising Personnel Policies.

Board of Directors (Leadership Development)

- Acts as a resource in Board deliberations and ensures the Board receives accurate and timely information crucial to its effective functioning by attending Board and committee meetings and preparing written and verbal reports.

- Reports to and consults with the Board of Directors on problems and concerns related to the agency and communicates to the Board the ongoing program needs and activities of the agency.
- Assists the Board in recruiting, training, and orienting new Board members.
- Serves on Board committees, acting as a resource in policy development.

STEWARDSHIP

Resource Development, Fiscal Management

Resource Development

- Establishes and maintains positive relationships with local, state, and federal government agencies as well as foundations, community partners, and individual donors.
- Assists the Board of Directors in implementing a fundraising program based on goals and plans established by the Board.
- Identifies new sources of corporate, foundation, and government funding.
- Responsible for the preparation and submission of funding applications.

Fiscal Management

- Prepares and monitors the agency budget.
- Oversees preparation of monthly financial reports to funding sources and the Board.
- Serves as the agency's liaison with granting sources and is responsible for the renewal and management of contracts made with funding agencies.
- Works directly with accountant and outside auditors in preparation of agency's audits and compilations.
- Acts as a resource to the Board to ensure understanding of fiscal responsibilities and processes.

AMBASSADORSHIP

Marketing/Publicity, Community Relations

Community Relations and Advocacy

- Promotes public awareness of CARDV's programs and services and the needs of the individuals who seek CARDV's services.
- Serves as the public face of the agency, including delivering and approving presentations and serving as the primary contact for press releases, feature articles, and interviews in print, on radio, and with other media.
- Acts as primary liaison with community agencies and organizations and serves on or recommends Management Team members to sit on statewide boards, such as the Oregon Coalition Against Domestic and Sexual Violence Board and the VAWA Advisory Board.
- Consults, educates, and socializes to further CARDV's mission.

CARDV serves Oregon's Linn and Benton counties. Our offices are located in Corvallis, Oregon. Successful candidate must be able to work primarily on site.

Professional qualifications for the position include:

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Experience and skill in working with a volunteer Board of Directors
- High level strategic thinking and planning.
- Ability to envision and convey the agency's strategic future to the staff, board, volunteers and donors.
- Ability to communicate the agency's mission effectively to donors, volunteers and the greater community.
- Demonstrated ability to oversee, support and collaborate with staff.
- A proven history generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous experience working with partner agencies, law enforcement, inter-agency teams, steering committees, councils, and other local, regional, and state advisory boards.
- Solid organizational skills including planning, delegating, program development and task facilitation.
- Proven financial management skills including budget preparation, analysis, decision-making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

If you are interested in applying for the CARDV Executive Director role, please email a cover letter, your resume, and a completed job application to board@cardvservices.org by November 30, 2020.