



**Center Against Rape
and Domestic Violence**

Job Title: Executive Director
Reports to: Board of Directors
Status: Full-time, Exempt
Hours: Flexible schedule required
Location: On-site in Corvallis, Oregon
Salary: Range from 75-96k
Date: November 28, 2022

The mission of the Center Against Rape and Domestic Violence 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 commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Summary: The primary responsibility of the Executive Director is to provide leadership, fiscal and managerial oversight and support to the staff, and Board of Directors of CARDV. In addition, the Executive Director will develop, steward, and maintain community partner relationships, including government, law enforcement, funding partners, donors, and local service agencies. The Executive Director is the CARDV ambassador to our community, serving as its public face. CARDV serves Linn and Benton Counties, Oregon; offices are in Corvallis, OR.

Essential Duties:

Fundraising .5 FTE

- Establishes and maintains positive relationships with local, state, and federal government agencies as well as foundations, community partners, and individual donors.
- Gives direct support for the Development team in securing funding through events, mailings and other activities.
- Identifies new sources of corporate, foundation, and government funding.
- Responsible for the preparation and submission of funding applications.
- 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.

- Acts as a resource to the Board to ensure understanding of fiscal responsibilities and processes.
- 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.

Operations .5 FTE

- Develops and maintains a supportive work climate which allows for the successful performance of the CARDV team.
- Oversees team recruitment, compensation, and retention.
- Directs, develops, and implements Personnel Policies.
- Supervises administrative staff and supports the Management Team in supervising direct service team members.
- Supports the Management Team in overseeing quality service delivery to CARDV clients by providing supervision, support, guidance, resources, and training, including leadership training
- Establishes and maintains positive relationships with community partners including medical professionals, law enforcement, District Attorneys, and the legal community.
- 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.
- Acts as a resource for the Board and ensures they receive accurate and timely information crucial to its effective functioning by attending Board 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.
- Supports the Board in recruiting, training, and orienting new Board members
- Primary liaison with all 3rd party vendors and agencies
- Works directly with accountant and outside auditors in preparation of agency's annual budget, audits and compilations.

Qualifications for this position include:

- Five or more years senior nonprofit management experience
- Experience in working with a volunteer Board of Directors
- Experience developing strategic plans
- Ability to effectively communicate the agency's mission strategic future to staff, donors, volunteers, and the greater community.
- A proven history generating new revenue streams and improving financial results.
- Demonstrated fundraising experience. Solid organizational skills including planning, delegating, program development and task facilitation.
- Supervision and support of large fundraising events

- Proven financial management skills including budget preparation, analysis, decision-making and reporting.
- Demonstrated strong written and oral communication skills.
- Strong public speaking ability.
- Valid driver's license and insurance required.

Preferred Qualifications

- Bachelor's Degree or minimum of 10 years in progressive managerial positions.
- Experience leading and supporting a direct service team

Typical Work Environment

Most of the work for this position is done in a typical, climate-controlled office environment. Sitting at desks/computers for long periods of time with interruptions from employees, community members and clients is common.

Work may be performed during standard working hours, M-F, 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, cover letter and three professional references to

CARDVapplications@gmail.com. Your cover letter should address your fundraising and donor development experience, your involvement in direct services organizations and your experience working within an organization that serves multiple and diverse communities.

All application materials received on or prior to December 15, 2022 will be given priority.