



**Center Against
Rape and
Domestic Violence**

P.O. Box 914
Corvallis, OR 97339
(541) 758-0219

CARDV Executive Director Position Description

January 2010

General Responsibilities

With oversight from the Board of Directors, the Executive Director has general responsibility for the management and direction of the affairs and business of the agency, and is its responsible administrator within the structure of the policies established by the Board. The Executive Director has authority to make contracts and expenditures for the agency within the approved program budget. The Executive Director acts as staff to the Board of Directors, assisting the Board in recruitment, orientation, and management. The Executive Director assists the Board of Directors in researching policy issues and is responsible for the implementation of Board policies. The Executive Director acts as liaison between the Board and staff and implements policies regarding communication between them. The Executive Director is directly responsible to the Board of Directors.

Qualifications

- Bachelor's degree or equivalent experience in relevant field.
- Experience in administration of a non-profit organization preferred.
- Experience in direct service delivery systems with emphasis in advocacy services and crisis response.
- Working knowledge and experience addressing issues of domestic and sexual violence and the societal conditions surrounding violence against women and children.
- Demonstrated understanding of and ability in fiscal management systems of non-profit agencies, including comprehensive understanding of multi-fund accounting.
- Required experience in grant proposal writing and fundraising, including understanding of grant management systems, service delivery, revenue disbursement, reporting requirements, and record keeping.
- Demonstrated management and organizational skills.
- Demonstrated ability in program planning, development, implementation, and evaluation.
- Demonstrated ability to manage multiple operational priorities.
- Demonstrated supervisory experience with emphasis on teamwork.
- Demonstrated abilities in written and verbal communications. Effective public speaking skills and the ability to project a positive public image.
- Ability to model proactive crisis management skills.
- Demonstrated knowledge and skills in multicultural competency.

Primary Responsibilities

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 other auditors in preparation of agency's audits and compilations.

Program Development and Operations

- Initiates and oversees new projects and services approved by the Board.
- Supports the Management Team in overseeing quality service delivery to CARDV clients by providing supervision, support, guidance, 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.

Personnel Administration

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

Community Relations and Advocacy

- Promotes public awareness of CARDV's programs and services and the needs of the people who seek CARDV's services.
- Acts 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 representatives.
- 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.

Board of Directors

- Acts as a resource in Board deliberations and ensures the Board receives accurate 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 organization.
- Assists the Board in recruiting, training, and orienting new Board members.
- Serves on Board committees, acting as a resource in policy development.
- Acts as a resource to the Board to ensure understanding of fiscal responsibilities and processes.
- Acts as liaison between agency personnel and the Board.