



Position Description

Position Title: Executive Director
Reports to: Board of Directors
FLSA Status: Exempt

POSITION SUMMARY:

The Executive Director (ED) will provide dynamic leadership and vision to integrate operations, services, and organizational culture. The individual will be an advocate and spokesperson, capitalizing on opportunities that enhance the role of the Sexual Assault Victim Advocate (SAVA) Center's role in providing crisis intervention to anyone affected by sexual assault and preventing gender violence throughout the region.

Working in partnership with the Board of Directors, and keeping within the framework of SAVA's policies and by-laws, the ED will provide direction and guidance in the development of goals and objectives to meet the needs of the community. Internally, the ED has oversight for the effective management of all internal operations.

As Chief Executive Officer of SAVA, the ED ensures that SAVA's affairs are conducted in a manner consistent with federal, state, and local laws and regulations.

KEY RESPONSIBILITIES

The Executive Director will also have ongoing responsibility to:

Vision, Leadership and Strategy

- Direct the organization to accomplish its mission and vision statements by being financially healthy, with sound management and governance structure;
- Provide a clear and contemporary vision that guides all of SAVA's activity and places SAVA's programs on the cutting edge of relevancy in the community;
- Direct the strategic planning process by providing direction and guidance in the formulation and implementation of long and short-term operating objectives and actions;
- Stay abreast of emerging and innovative strategies in the victim services and youth development fields, and capitalize on new opportunities for SAVA;
- Maintain and enhance SAVA's commitment to diversity in all its programs, activities, and operations; employ creative strategies to expand SAVA's outreach initiatives to the whole community, including underserved and underrepresented populations;
- Initiate and strengthen relationships and collaborations with organizations and leaders who are connected to SAVA's mission; build appropriate strategic alliances within and beyond the development arena to advance SAVA's mission;
- Collaborate with statewide organizations such as CCASA to carry out the activities as appropriate for our region;

Fundraising and External Relations

- Serve as an advocate for SAVA by representing the agency to the general public, corporate community, funders, and the media, and by building community awareness and support for SAVA
- Help to further brand the agency; distill the core message of SAVA down to something relevant and compelling, providing a platform for cultivating new agency support;
- Work closely with the Board, Director of Development, and staff to develop and implement a plan to diversify and greatly expand SAVA's funding base;
- Have effective grant writing skills and the ability to maintain current grants while seeking out new funding;

Management, Finance and Administration

- Provide leadership and guidance for the design, development, and implementation of volunteer management and human resource systems to ensure a diverse and well-qualified volunteer base and employed staff;
- Ensure the financial health of SAVA by employing sound fiscal controls and management by effectively managing SAVA's resources;
- Implement collaboration and efficiencies between regional SAVA offices;
- Strategically manage and market SAVA services and programs to increase revenue for SAVA;

Board Relations

- Energize and engage the Board; advise and assist the Board in the formulation of policies governing SAVA and implement the policies and directives of the Board;
- Ensure the corporate and/or legal responsibilities of SAVA are fulfilled by keeping informed on legislation and current legal requirements and by keeping the Board informed on pertinent trends and legislative activities that affect SAVA;
- Communicate consistently and effectively to the Board of Directors on significant operational, financial, and programmatic issues; ensure appropriate and active collaboration, and timely and accountable decision making;
- Serve as staff advisor and provide technical direction to the Board's Committees; identify current and projected needs of SAVA, and identify qualifications for SAVA elected Board Members.

MINIMUM QUALIFICATIONS:

The ideal candidate will have the following experience and qualifications:

- Five to seven years proven senior-level managerial, strategic planning, budget development, fundraising and financial management experience in the private, not-for-profit, or public sectors to support a complex, multisite organization;
- Credibility and experience to connect SAVA to a broad array of external resources and opportunities; a successful track record of raising money from a variety of sources, ideally including planned giving efforts;
- Demonstrated success building relationships, creating partnerships, collaborating, facilitating consensus and fostering trust in a dynamic organization; proven effectiveness in managing and empowering a large staff, as well as volunteer leadership;
- Experience with QuickBooks, experience in bookkeeping and/or accounting; ability to interpret financial reports; proven ability to apply critical budgeting and fundraising practices.
- A passion for people, a commitment to gender equity, and a passion for intervention and prevention of sexual assault;
- Effective written and verbal communication skills, including excellent public speaking skills and the ability to represent SAVA to a broad public;
- The ability to analyze data, assess trends, and use information to formulate strategic directions;
- Expertise in planning, coordinating, and executing fundraising events;
- Sustained success in grant writing and reporting; working knowledge of local, state, and federal funding practices;
- Proven track record in creating and implementing programs;
- Ability to impart trust, integrity, stability, sensitivity, common sense and tolerance and motivate others to do the same; ability to employ strong ethics and good judgment and decision making.

COMPENSATION

SAVA offers health and retirements. Salary range is \$60,000 - \$80,000 annually.

TO APPLY

For full consideration, send resume and cover letter via email to: morgan@savacenter.org by Thursday November 5, 2020. Candidates' names will be kept confidential among the search committee until the interview stages.