

**Position Title:** Executive Director

**Job Classification:** Exempt; Full-Time

**Work Schedule:** Determined by organization needs, which may include night, weekend, and holiday work hours. This can be a hybrid position with approximately 60% in office and 40% work from home.

**Reporting Structure:** Board of Directors

**Primary Accountability:** Under the direction of the Board of Directors, the Executive Director is responsible for the day-to-day operations of The Sexual Trauma and Abuse Care Center (“The Care Center”). The responsibility extends to the consistent attention to the success of its mission, financial goals, and strategic direction.

**Major Duties:**

- Provides visionary and strategic leadership in partnership with the Board of Directors that advances the mission of The Care Center.
- Supervises and recruits The Care Center’s leadership team and staff members.
- Cultivates staff member contributions and ideas.
- Provides clear objectives, direction, and deadlines to all staff members of the organization.
- Ensures programs remain within established budget.
- Delegates responsibilities to staff members when feasible and appropriate.
- Monitors potential opportunities and responds to challenges.
- Leads the organization and is involved in resource development, creating new relations with current and future funds/donors and prospective supporters.
- Manages a multitude of tasks in a deadline driven environment.
- Demonstrates an ability to establish and maintain effective working relationships both within and outside the organization as well as working well with others in team situations.
- Communicates effectively and accurately representing the organization to internal and external constituencies.
- Attends and is prepared to report at board meetings and other meetings as needed.
- Demonstrates a genuine commitment to diversity, equity, and inclusion and an ability to respectfully engage with individuals of varied backgrounds.
- Performs other tasks as needed.

**Required Qualifications:**

- Bachelor’s degree in Social Work, or equivalent experience.
- Experience in the sexual violence field or related field (domestic violence, child welfare and abuse, victim services, etc.)
- Prior not-for-profit, board relations, fund development, and grant management experience is desired.
- 3 years of supervisory experience.

**Skills, Knowledge, and Abilities:**

- Effective use of business and management principles, including strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Experienced spokesperson with outstanding presentation and communication skills, and the ability to represent the organization positively in the local community, the state, and at the national level.
- Ability to analyze data or information by identifying the underlying principles, reasons, or facts of information and using logic to address work-related issues and problems.
- Ability to organize, multi-task, plan and execute priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to work with strict confidentiality requirements, as well as utilize good judgment in the preparation and distribution of confidential information.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens, mail, e-mail and talk on the phone.
- Ability to lift up to twenty-five (25) pounds.
- Ability to travel as directed by position requirements.

**Work Environment:**

- Flexible, professional, and people-oriented environment.
- Interaction with staff, guests, and other community members.

**Additional Duties:**

- Minimum salary: \$72,000
- 100% agency paid Health Insurance benefits (including, health, dental and life insurance)
- Generous Paid Time Off (vacation, sick, holiday)
- **The Care Center is committed to making sure our agency is diverse and representative of the community. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Apply with resume, cover letter and 3 references by October 26, 2022 to [STACCboard@stacarecenter.org](mailto:STACCboard@stacarecenter.org)