

Position Title: Executive Director

Job Classification: Exempt; Full-Time

Work Schedule: Determined by organization needs, which may include night, weekend, and holiday work hours.

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 STA Care Center”). The responsibility extends to the consistent attention to the success of its mission, financial goals, and strategic direction.

Major Duties: Leadership and Supervision, Administration, Development, and Finances

Leadership and Supervision:

- Provides visionary and strategic leadership in partnership with the Board of Directors that advances the mission of The STA Care Center.
- Supervises and recruits The STA Care Center’s leadership team and some staff members.
- Provides clear objectives, direction, and deadlines to all staff members of the organization that they supervise and provides support for directors providing this for their staff.
- Delegates responsibilities to other members of staff leadership when feasible and appropriate.
- Responds to leadership challenges and advises supervisees on leadership challenges.
- 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.
- Models healthy work environment and boundaries for staff.
- Conducts weekly supervision meetings with all staff under supervision.
- Attends monthly meeting with the board and planning meeting with board leadership; convenes and participates in board committee meetings.

Administration

- Reports, payroll, communication with the grant manager and accountant and financial management of the agency.
- Manages for IT and purchasing.
- Manages for coding and financial reporting.
- Responsible for records keeping, legal documentation, audit, and benefits.
- Onboarding new staff.
- Manages multiple daily tasks and meets deadlines.

Development

- Actively seeks out funding opportunities aligned with the strategic plan.
- Leads the organization and is involved in resource development, creating new relations with current and future funds/donors and prospective supporters.
- 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.

Finances

- Ensures agency remains within established budget. Develops and maintains the annual budget.
- Applies agency vision to future development and growth of the agency and the budget.
- Makes deposits and communicates with auditors, accountant, etc.
- Ensures all grant management is executed and agency meets and exceeds grant expectations.

General

- Monitors potential opportunities and responds to challenges.
- Manages a multitude of tasks in a deadline driven environment.
- Performs other tasks as needed.

Required Qualifications:

- Master's degree in Social Work, law, sociology, or another related field, or equivalent experience.
- 5 years of experience in the sexual violence field or related field (domestic violence, child welfare and abuse, victim services, etc.)
- Nonprofit board, grant management, development, or other similar experience.
- Budget management experience.
- Ability to work with strict confidentiality requirements, as well as utilize good judgment in the preparation and distribution of confidential information.
- Excellent communication skills and demonstrated leadership philosophy.
- At least 3 years supervisory experience.

Preferred Qualifications:

- Demonstrated use of business and management principles, including strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Experience as a spokesperson with presentation and communication skills; ability to represent the organization positively in the service area, and on the state and national level.
- Demonstrated problem solving skills, data analysis, and understanding and identification of underlying principles, reasons, or facts of information.
- Demonstrated ability to organize, multi-task, plan, and execute priorities with minimal supervision and to work independently and in team settings.

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 Information:

- Salary: \$72,000-77,760
- 100% agency paid Health Insurance benefits (including, health, dental and life insurance), retirement
- Generous Paid Time Off (vacation, sick, holiday)

- **The STA 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 to carecenter.board@gmail.com.