



Executive Director
Updated: February 10, 2017

Position Title: Executive Director (1FTE)

Reports To: Reports to the SAFE of Columbia County Board of Directors

Supervises work of: All center staff

Position Description:

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of the SAFE of Columbia County (SAFE); protection of the organization's financial assets; ensuring compliance with board directives and applicable grantor, federal, and state requirements; and ensuring SAFE functions in service to its mission in accordance with its strategic plan.

Agency-Wide Core Competencies:

- Have a commitment to SAFE's mission: *Empowering people live safe, healthy, non-violent lives.*
- Be able to work well with persons of varied racial, ethnic, cultural, socioeconomic status, sexual orientations, and abilities.
- Be willing to work as part of a team.
- Have or be willing to acquire training and certification required by SAFE of Columbia County.
- Maintain client and SAFE of Columbia County confidentiality at all times.
- Collaborate with other social services agencies and community partners.
- Represent SAFE of Columbia County positively in the community, both on duty and off.
- Have excellent written and oral communication skills and organizational skills.

Qualifications:

- Minimum of a Bachelor's Degree in one of the following areas: education, sociology, women's, ethnic or gender studies, human services, social work, public health, counseling, communications, psychology or other related fields.
- Must have experience in nonprofit management
- Three years' experience in supervision of staff, the ability to coordinate many people with varying skills and abilities
- Experience and knowledge of planning, budgeting and monitoring expenditures and reviewing fiscal statements
- Experience in grant writing
- Have excellent written and oral communication skills, conflict resolution, problem solving and organizational skills
- Strong computer technology skills, including Microsoft Word, Excel, and Google Docs. Ability to learn new technology systems and implement within scope of duties
- Ability to work in a cooperative team manner and to follow directions and program policies
- Ability to work cooperatively with the Board of Directors

- Basic understanding of Public Health and Primary Prevention Principles
- Strong Commitment to Trauma Informed Care and Trauma Informed Leadership
- Spanish-speaking bilingual, bi-cultural skills preferred
- Must be willing and available to work flexible hours
- Must be able to travel to out of town meetings and trainings
- Ability to lift up to 20 lbs
- Ability to pass a background check and drug screening
- Valid driver's license and a working, insured vehicle
- Oregon Food Handlers Card (or ability to acquire)
- Current CPR and First Aid Certification (or ability to acquire)

Essential Duties and Responsibilities

The Executive Director is responsible for agency operations, service delivery, administration, public relations, and organizational effectiveness for SAFE of Columbia County, a 501(c)(3) nonprofit corporation providing direct services to survivors of domestic and sexual violence and working to prevent interpersonal violence.

Key responsibilities include the following:

1. **Operations:** Ensure effective delivery of all programs and services. Work to continuously evaluate all program functions for effectiveness and relevance to SAFE's mission and the community served. Ensure teamwork among the staff and community partners by creating an environment that encourages and promotes open communication, accountability, and clarity of direction. Recruit, hire, and develop a highly functioning team. Take corrective actions with staff when necessary or directed. Participate in Victims' Advocacy Services when necessary.
2. **Fiscal:** Fiscal management including development of organizational and program budgets, monitoring center expenditures and assets, and reporting to the Board of Directors and applicable funders.
3. **Public Relations:** Represent SAFE with passion to many varied stakeholder groups. Provide public speaking, training, and outreach. Develop and oversee effective marketing campaigns. Build and maintain relationships with community partner organizations, the media, funders, volunteers, and the community at large.
4. **Strategy/Planning:** Work with the Board of Directors, staff, clients, and community partners to develop strategic and operational plans. Provide leadership in structuring the planning process, developing strategic direction, ensuring needed financial support, and communicating results.
5. **Fund Development:** Build relationships with State and Foundation funders, local donors, private businesses, and community groups. Provide direction and hands-on involvement for fund development efforts including grant-writing, in-person direct solicitation, and monetization of programs and services where possible.
6. **Board Relations:** Work closely with the Board of Directors in developing strong and ethical written policies and strategies for operating the organization. Provide regular communication to the board and staff regarding operational results and effectiveness.
7. **Other Duties as Assigned by The Board of Directors**

APPROVALS AND DATES:

Name

Title

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may".