A Safe Place
Executive Director Position Description

Summary  Reporting to the Board of Directors, the Executive Director is the chief executive officer of A Safe Place and is accountable for the organization’s consistent achievement of its mission through strategic direction, staff leadership, financial management, fund development, program operations, and external relations.

Strategic Direction

• Work closely with the Board of Directors to implement and monitor the 2011-2014 strategic plan.
• Lead initiatives to strengthen and support the work of the Board of Directors.
• Lead A Safe Place in the development of a strong infrastructure to support growth and change.
• Advise the Board of Directors regularly regarding operational and management issues and improve communications between staff and board.

Staff Management

• Develop and implement human resources policies consistent with best practices in social service organizations.
• Ascertaining that the human resources policies are adhered to in all hiring and employment practices.
• Hire, coach and develop staff members and volunteers to ensure that their talents and abilities are fully engaged for organizational effectiveness.
• Manage the leadership team’s ability to work effectively and collaboratively to assure continued sustainability and growth.
• Plan for succession for all key positions.

Financial Management and Fund Development

• Assure the financial health of A Safe Place through fiscal accounting, controls, and budget preparation to maintain fiscal solvency on both a short-term and long-term basis.
• Plan, develop and implement funding strategies to assure resources for all programs and potential growth.
• Actively seek new revenue sources, government and private, to meet all goals.
• Nurture and expand the organization donor base through the development and implementation of the annual marketing and development plans.
• Rigorously manage the finances of the organization for cost-effectiveness and efficiency.
• Maintain relationships with current funders and lead the building of new funding relationships.

Program Operations

• Ensure that programs and activities are consistent with the mission of A Safe Place.
• Develop and implement methods for evaluating program effectiveness, monitoring all programs, acknowledging well-rated services, and assuring correction of any deficiencies in service provision through both quantitative and qualitative reviews.
• Provide strategic capacity and resources for the support of programs and activities.
• Ensure safety of facilities and clients.
**External Relations**

- Build marketing and communications function and infrastructure.
- Develop strategic relationships with stakeholders in support of the mission of A Safe Place to help strengthen the organization and make it more effective.
- Cultivate and maintain strong working partnerships with local and state organizations including government officials, community institutions, nonprofit organizations, and school systems.
- Serve as a spokesperson for A Safe Place and work to provide thought leadership to address the issue of domestic violence.

**Qualifications**

The Executive Director of A Safe Place will bring the following professional and personal qualifications:

- A passionate commitment to the mission of A Safe Place and a desire to help create a society free from violence.
- Proven experience as a strategic and visionary leader.
- Ability to implement the tactical actions needed to fulfill a strategic plan through the efforts of staff, board members, and volunteers.
- Proven success in leading an organization through growth and change.
- Strong commitment to integrity and honesty in all operations and relationships.
- Ability to build and maintain strong, productive relationships with an engaged Board of Directors.
- Collaborative leadership style with the ability to develop and strengthen relationships with community-based partners and private and public funders.
- Confidence and executive presence with the proven ability to inspire and solicit support from a diverse constituent base.
- Inspirational leader with the ability to relate to individuals at all levels and can manage and develop a team of professionals and build trust with clients.
- Solid background in financial management including budget forecasting and planning.
- Comfortable working with diverse communities and people of different socio-economic backgrounds.
- Excellent verbal, presentation, and written communication skills.
- Master's degree preferred; however, the Executive Director must possess skills, knowledge and qualities which may result from formal education or at least ten years experience in business, nonprofit operational and financial management, or related areas.