



Position Title: Domestic Violence Program Executive Director

Reports To: Peace River Center Chief Executive Officer

Classification: Exempt

For more information about the Peace River Center, please visit: <http://peacrivercenter.org/>

Position Function/Overview:

The Executive Director (ED) of the Peace River Center Domestic Violence Program acts as the chief administrator and is responsible for strategic and operational leadership for the Domestic Violence Program. The ED -- in partnership with the Advisory Board and the Leadership of the Peace River Center -- will establish long-range goals, strategies, plans and policies. The ED is accountable for the overall programmatic and fiscal integrity of the Domestic Violence Program within the framework and philosophy set by the Advisory Board and the leadership of Peace River Center.

Essential Functions

1. Aligns the organization's vision, initiatives and operations with the strategic plan.
2. Establishes and maintains a good working relationship with the Domestic Violence Program Advisory Board, including: continual communication with the Board; orienting new Board members to Peace River Center Domestic Violence Program; providing administrative support to the Board; and leveraging the resources of the Board to maximum effect to accomplish the organization's goals and objectives.
3. Provides leadership and management to ensure that the mission and core values of Domestic Violence Program are put into practice through a relevant, robust strategic plan that is regularly reviewed and updated.
4. Guides the Peace River Center Domestic Violence Program to achieve and surpass fundraising, cash flow and business goals and objectives.
5. Guides an annual budget process that promotes effective and efficient use of Peace River Center's Domestic Violence Program resources and infrastructure, including but not limited to information systems, physical plant, employee support and development, and financial operations.
6. Acts as the lead fundraiser and friendraiser throughout the community, working with the Board, and committees as appropriate to identify, cultivate and maintain working relationships with the community, professionals in related community service fields, governmental and private organizations.
7. Provides for effective public and community relations with the media, stakeholders, justice system, corporate and service community, as well as the community at large.
8. Establishes systems within which Peace River Center Domestic Violence Program staff and volunteers operate in compliance with all relevant federal, state and local requirements, requirements of funders, and accepted practices, processes and procedures.
9. Establishes and maintains effective relationships with funding sources, federal, state and local government agencies, the justice system and other non-profits.

10. Mentors and develops staff directly and through training/development programming in order to enhance staff productivity and morale.
11. Is responsible for personnel actions for Domestic Violence Program staff – from hiring to termination. This includes direct responsibility for those in positions directly reporting to the ED and accountability for personnel actions taken by other directors/supervisors, as well as understanding and acting in accordance with Peace River Center policies regarding harassment and discrimination complaints.
12. Maintains good working relationship with the community, professionals in related community service fields, governmental and private organizations.
13. Participates in local and state organizations related to Peace River Center Domestic Violence Program's vision and is available in an "expert" capacity, either as a speaker or organizer.
14. Develops and implements an effective outreach plan that focuses on the organization's constituencies and is directed at the appropriate individual(s) within those constituencies.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibility

This position manages subordinate supervisor(s) who in turn supervise employee(s) and is responsible for the overall direction, coordination and evaluation of these units. The ED also directly supervises non-supervisory employees. This position's responsibilities include: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Qualifications and Requirements

Education and Experience: Bachelor's degree from an accredited college or university and two years of experience working in the domestic-violence field, or four years minimum experience in an administrative/management capacity and two years experience working in the domestic-violence field. (Preferred experience is four years with a multi-service domestic-violence organization.)

Training: The ED must successfully complete 30 hours of domestic-violence competency-based core training within 90 days of date of employment. Upon successful completion, the ED must register, according to Section 39.905, Florida Statute, as someone who may claim privilege under Section 90.5036, Florida Statute. That registration must occur as soon as possible, but not later than 10 working days from completion of the training.

Licensure: The ED must have or obtain a valid Florida driver's license or Florida identification.

Knowledge/Skills/Physical Requirements

Knowledge:

1. Issues and dynamics of domestic violence, as well as domestic-violence institutional operations, structures, policies, and practices.
2. Sound business principles and practices, particularly as they relate to budgeting, finance, employee matters, and legal issues pertaining to not-for-profit organizations.
3. Leadership principles.
4. Public and community relations principles.
5. Community agencies and resources.
6. Strategic planning principles.
7. Project management principles.

8. Administration principles and practices.
9. Marketing and communication strategies, including traditional and web-based.
10. Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes.
11. Computers and related software applications, including Microsoft Office and fundraising software such as Raiser's Edge or its equivalent.

Skills:

1. Articulating a clear, strategic vision.
2. Clearly communicating via all modalities, written and verbal.
3. Raising and managing funds and resources.
4. Leading by example in professional and personal conduct (includes but is not limited to: personal responsibility, ethical behavior and treating individuals with dignity and respect).
5. Supervising and administering the creation of budgets.
6. Planning, directing and evaluating employees, projects and programs/services in a manner that advances the organization's objectives, purposes and mission.
7. Demonstrating judgment, discretion, respect and impartiality in the identification and resolution of problems and conflicts.
8. Developing and maintaining positive relationships within the Peace River Center and with the organization's affiliate boards/committees as well as friends, donors, funders, governmental and private organizations by leveraging interpersonal, public speaking, advocacy, and collaborative abilities.
9. Forecasting, leading and managing change in order to keep the Peace River Center Domestic Violence Program in the forefront in the field as a model of best practices.
10. Interpreting and applying applicable laws, rules, and regulations in order to keep agency policies, practices and procedures relevant and understandable.
11. Using a computer and related software applications.

Physical Requirements

Work Environment: This position operates in a professional office environment. As such, the incumbent routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The position is largely a sedentary role (mostly supervisory and administrative), however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work: This is a full-time position. Days of work typically are Monday through Friday, but this position regularly requires long hours and frequent weekend work.

Travel: This position involves travel, which could be local, national or international.

If accommodations are requested, this organization makes reasonable accommodations for its employees who may have established disabilities.

To be considered, you must:

- Draft an email with the following subject line: Peace River Center ED Position
- Attach two items to that email:
 - Your résumé
 - A cover letter that includes your perspective on the most pressing issue/challenge facing organizations in the domestic-violence field, and how you would lead the Peace River Center Domestic Violence Program in regard to that issue.
- Send the email to: edrecruit@fcadv.org
- Submit these items by May 15, 2017

Only résumés and cover letters submitted via email to edrecruit@fcadv.org will be considered. Due to the amount of interest in this position, The Peace River Center is unable to accept personal calls from potential applicants.