

# **Womanshelter/Compañeras**

## **Executive Director Position Description**

**Title: Executive Director**

**Reports To: Board of Directors**

**Status: Exempt**

Womanshelter/Compañeras is a highly regarded nonprofit organization in Western Massachusetts dedicated to assisting, supporting and empowering those whose lives are affected by battering and abuse. Founded in 1980 as a grassroots collective, the organization has sheltered more than 2,000 women and children and served 30,000 others through community-based support and education programs. Womanshelter's philosophy is based on the understanding that victims and survivors of domestic violence deserve respect and can make their own choices. Everyone deserves to live without fear of abuse – physical, verbal, mental, sexual and emotional.

The Board of Directors for Womanshelter/Compañeras is seeking a dynamic, seasoned, collaborative and visionary Executive Director to lead the organization through our next phases of development and continued growth. S/he will provide vision and leadership for our dedicated staff, partners, and those in the community concerned about domestic violence. S/he will also oversee and sustain all aspects of Womanshelter/Compañeras including direct services, fundraising, finance, education and outreach, human resources, media, community and government relations, communications and marketing.

### **RESPONSIBILITIES**

#### **Oversee Direct Services**

- Provide direct supervision to eight staff leaders - Shelter Manager, Executive Manager, Business Manager, Policy Development Coordinator, Community Educator, Court Advocate, Maintenance Manager, Russian Speaking Outreach Advocate, Youth & Community Outreach Advocate
- Develop and implement best practice programs and policies to meet community needs, including those of disenfranchised populations
- Meet weekly with the Shelter Manager to provide support, guidance and to receive updates on current services and staff-related issues; have a presence in the Shelter
- Interact frequently with direct service staff, seeking their input in the decision-making process, when appropriate
- Attend and advocate at related workshops, conferences and community meetings
- Attend key meetings organized by Womanshelter's financial providers. (i.e. DPH, VAWA Stop Grant, VAWA Safeplan, VOCA, Chicopee & Holyoke CDBGs)
- Assure that shelter is maintained, updated and remodeled as needed in collaboration with the Shelter Manager

#### **Finance & Fundraising**

- Oversee the prudent, effective use and allocation of W/C assets
- Responsibility for preparation and oversight of the annual operating budget
- Analyze Monthly Income Statements with the Business Manager
- Review and approve all invoices, non-routine purchases and requests for payment processed by the Business Manager, ensuring purchases are from competitive vendors
- With the Business Manager, ensure the accuracy of weekly payroll, compliance with staff reimbursement policies monthly and modify policies as needed
- Oversee contract funding, compliance and impact with the Business Manager
- Assist the Development Director in identifying grant opportunities and revenue streams
- Assist the Development Director in writing and tracking grant proposals
- Assist the Development Director in cultivating and stewarding existing donors and identifying potential new donors

### **Education and Outreach (E&O)**

- Deepen partnerships and collaborations across the region
- Identify organizational E&O goals and maintain the annual E&O plan
- Monitor monthly E&O activity and suggest ways to maximize the effectiveness of E&O
- Conduct presentations about W/C and oversee the planning of special E&O events
- Assist Community Educator in identifying appropriate staff trainings, including those on self-care and vicarious trauma

### **Media, Community and Government Relations**

- Strategic media relations - print, TV, and electronic regarding our issue areas
- Regularly appear on camera or designate an appropriate spokesperson to discuss intimate partner violence and promote W/C and its services
- Assist in the creation of organizational marketing and event materials
- Attend events, meetings, conferences to increase W/C visibility and establish/enhance relationships that benefit the organization and its program participants
- Serve on appropriate boards of directors (ex. Jane Doe)
- Establish and maintain close working relationships with elected and appointed officials to advocate on behalf of W/C and the welfare of all victims of Intimate Partner Violence

### **Human Resources**

- Hire, supervise, and conduct annual performance evaluations with staff leaders
- Make all reasonable attempts to ensure W/C staff reflects the diversity of the communities we serve
- Evaluate staffing needs, job descriptions, and restructure assignments as necessary
- Serve as primary management representative in union-related activities and assure compliance with the Union contract and personnel policies
- Inform and consult with the Board President on non-routine personnel issues

### **Board Communication**

- Foster a good working relationship with the Board of Directors (BOD), including regular updates and notification of unusual organizational issues
- Provide timely, comprehensive information and documents to members of BOD

- Prepare Executive Director report for and attend bi-monthly BOD meetings and committee meetings

### **Required Qualifications & Experience**

- Five years of management experience with increasing responsibility in a non-profit agency, community based organization or other human service setting
  - Bachelors Degree; Masters Degree preferred. (Additional management experience may be substituted for education on a year for year basis.)
  - Demonstrated success with human service program management and development
  - Demonstrated expertise in nonprofit finance and fundraising, including grant writing and donor solicitation
  - Excellent writing and verbal communication skills
  - Exceptional organizational and leadership skills
  - Knowledge of principles and practices of effective personnel development including experience supervising paid professional and volunteer staff
  - Strong ability, presence and confidence in public speaking and community relations
  - Knowledge of the dynamics and issues related to domestic violence and sexual assault and its impact on women, children, families and communities
  - Demonstrated creative problem solving skills
  - Experience and knowledge of victim services and advocacy
  - Possess a valid Driver's License
  - Flexibility to travel as needed, including occasional out-of-town trips
  - English/Spanish bilingual a strong plus

**Compensation:** The position is compensated at \$65,000 to \$75,000 per year, depending on experience and education. Benefits include medical and dental insurance, life and disability insurance, paid vacation and holidays.

**Application Deadline: December 31, 2018**

**To Apply:** The application packet must include a cover letter, resume including fundraising history, grant writing sample, and three professional references **in PDF format in one file to ensure they remain together throughout the selection process.**

Interested candidates should submit their application packet via email to Beth Spong at [jobs.companeras@gmail.com](mailto:jobs.companeras@gmail.com) by December 31, 2018.