



Job Title: Executive Director
Reports to: Board President
Salary: DOE

EXECUTIVE DIRECTOR

The Executive Director provides dynamic leadership and vision for the organization; develops a strong public presence, educates the community about Alternatives to Violence programs and domestic violence. Plans for, administers, and evaluates the operation of Alternatives to Violence under the direction of the Board of Directors. Provides supervision and direction to all agency staff.

Primary/Essential Job Functions will include, but will not be limited to:

Resource Development and Public Relations:

- Develop and maintain community support by a strong positive presence in the community; actively participate in city and county-wide committee meetings, community organizations (i.e., Rotary Club) write guest newspaper editorials, involvement with the school district, hospitals, and other social service agencies to inspire interest and involvement in our mission and vision.
- Assist in developing and securing governmental and private sector funding including grant research, writing and accountability. Solicit contributions of financial and in-kind resources. Develop and maintain an effective donor data base. Assist the Board with development and coordination of agency fundraising efforts including events; provide reports to and nurture effective long-range funding and investment strategies
- Work with the Board to develop and implement marketing plans, media campaigns, and promotional materials to increase visibility of the agency in the community.
- Actively pursue potential opportunities to collaborate with other organizations, leveraging our services and resources to better serve our clients. Work with the Loveland Police Department, to develop practices and procedures resulting in a strong mutually beneficial relationship

Fiscal Management:

- Ensure the financial health of Alternative to Violence by employing sound fiscal controls and management.
- Develop and recommend the annual budget for Board approval; account for all receipt and disbursement of funds within the board-approved budget.
- Report to the board on financial status of the agency; maintain adequate accounting procedures and controls by overseeing the financial manager; ensure cost-effective procurement and allocation of agency resources.

Program Development and Administration:

- Oversee the development, implementation, and evaluation of the programs of the agency; work with the Board of Directors to develop long-range plans for program delivery.
- Maintain data collection systems for agency programs which track the effectiveness of and developing trends in service delivery.
- Make recommendations to the Board regarding program changes needed to meet changing needs; coordinate services with other community agencies and organizations.

Staff Management:

- Recruit, hire, train, supervise, discipline, and terminate employees. Build a competent, cohesive staff team that works well together to serve clientele; implement and monitor strategies which improve employee productivity, competence, morale, teamwork, professional development, and cost-effective utilization..
- Establish performance standards and appraise employees performance; evaluate the effectiveness of staffing patterns and recommend changes to the Board of Directors; facilitate conflict resolution among staff; insure that the personnel policies and practices of the agency meet all applicable employment laws
- Implement personnel policies as approved by the Board of Directors

Community Outreach and Education:

- Represent the agency as its executive director in all dealings with other community organizations, coalitions, individuals, and the general public.
- Promote a high-visibility, effective, and positive public image of the agency and its work.
- Develop and implement programs and materials to increase the knowledge of the community about the agency and domestic violence.

Board Relations:

- Will work in partnership with the Board of Directors, and keeping within the framework of Alternatives to Violence's policies and bylaws.
- Advise and assist the Board in the formulation of policies governing Alternatives to Violence and implement the policies and directives of the Board.
- Provide the Board with adequate information to help it reach sound decisions.
- Report regularly to the Board regarding progress toward agency objectives.
- Will provide leadership to and serve as staff liaison with the Board of Directors and its committees; attend Board and Committee meetings.
- Work to build relationships, trust and respect between the Board of Directors, advocates and staff.

Facility Operations and Management:

- Oversee the use and care of the facilities of the agency and housing facilities.
- Ensure appropriate maintenance, security, and improvement of the facilities.
- Work with the Board to develop long-term plans for the agency's facility-related needs.

Minimum Job Qualifications/Job Standards:**Education and Experience Preferred:**

- Bachelors Degree in management or human services related field, public relations, or organizational development. Masters Degree preferred.
- Minimum of three years experience working with a non-profit agency.
- Grants writing and fund raising skills preferred.
- Experience developing public relations campaigns preferred.
- Capital Campaign Skills helpful.
- Equivalent combination of education and experience will be considered.

Knowledge, Skills, and Abilities:

- Demonstrate strong leadership skills
- Demonstrate strong public relations skills
- Demonstrate ability to establish effective, cooperative team of staff members
- Demonstrate effective written and oral communication skills.
- Demonstrate ability to build community coalitions and partnerships.
- Demonstrate knowledge of community and human services resources.
- Ability to develop basic understanding of the dynamics of domestic violence.
- Bi-lingual helpful.