

**POSITION:** Executive Director

**SCHEDULE:** M-F Regular business hours, 36 hours a week.

Occasional evenings and weekends for crisis response and program or fundraising events.

**SALARY/BENEFITS:** \$45,500-\$50,500/annually DOE. Fully paid medical & dental premiums, optional coverage plans, national travel and training opportunities, technology stipend, 401k match, generous PTO.

***Posted: Jan 30, 2023 Closes: Feb 15, 2023 or until filled***

Safe Harbors is seeking to engage an Executive Director whose key responsibilities include, but are not limited to overseeing day-to-day operations and staff performance/professional development, financial/program compliance, capacity building and programs. The Executive Director is responsible for all internal decision making but is encouraged to consult with the staff and give thoughtful consideration to the knowledge and experience that each staff member contributes. This position will also be responsible for consulting the Board of Directors on any decisions with larger policy implications for Safe Harbors. Preferred qualifications for this role include:

- Nonprofit manager with successful experience managing an organization (programs, strategy, human resources, finances, and systems/infrastructure). Strong strategic fiscal management, oversight, and budgeting skills. Grant writing experience.
- Strategic thinker who is good at making decisions with an understanding of how they impact the big picture.
- Team builder with strong interpersonal and communication skills—including honesty, sensitivity, and openness.
- Ability to maintain relationships with external stakeholders and funders. Experience working with boards of directors
- The ability to work with a wide range of people—including survivors of domestic violence, sexual assault, and stalking; the LGBTQ community; and diverse populations and cultures in Wallowa County.

**ADMINISTRATIVE/COMPLIANCE:**

- Prepares and monitors the agency budget.
- Oversees preparation of monthly financial reports to funding sources and the Board.
- Serves as the agency's liaison with granting sources and is responsible for the renewal and management of contracts made with funding agencies.
- Establishes and maintains positive relationships with local, state, and federal government agencies as well as foundations, community partners, and individual donors.
- Assists the Board of Directors in implementing a fundraising program based on goals and plans established by the fundraising committee.
- Identifies new sources of corporate, foundation, and government funding. Responsible for the preparation and submission of funding applications.
- Works directly with accountant and outside auditors in preparation of agency's audits and compilations.
- Acts as a resource to the Board to ensure understanding of fiscal responsibilities and processes.

### **COMMUNITY RELATIONS:**

- Promotes public awareness of SH programs and services and the needs of the individuals who seek SH services.
- Serves as the public face of the agency, including delivering and approving presentations and serving as the primary contact for press releases, feature articles, and interviews in print, on radio, and with other media.
- Acts as primary liaison with community agencies and organizations and consults, educates, and socializes to further SH mission.

### **HUMAN RESOURCES AND COMMUNITY ENGAGEMENT:**

- Develops and maintains a supportive work climate which allows for the successful performance of the SH team.
- Supervises administrative staff and direct service team members by overseeing and ensuring quality service delivery to SH clients by providing supervision, support, guidance, training, and resources.
- Oversees and directs implementation of personnel policies, staff recruitment and hiring, compensation, and retention.
- Establishes and maintains positive relationships with community partners including medical professionals, law enforcement, District Attorney, etc.
  - Establishes and maintains positive relationships with and ensures SH has a leadership role on inter-agency teams, steering committees, councils, and other local, regional, and state advisory boards.
- Initiates and oversees new projects and services approved by the Board.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for all positions within Safe Harbors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Two to five years working in family or intimate partner violence, anti-oppression, child development or related social services experience and/or training; related Bachelor's degree from four-year college or university; or **equivalent combination of education and experience.**

### **LANGUAGE SKILLS**

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

### **REASONING ABILITY**

Ability to solve complex problems, respond quickly in crisis and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to

interpret a variety of instructions furnished in writing, orally, or by diagram.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear while communicating verbally with individuals in person or on the telephone. The employee frequently is required to sit while doing peer counsels or taking hotline calls. The employee is occasionally required to stand; walk; use hands; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds of equipment and/or supplies. Specific vision abilities required by this job for driving and computer work include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, as exists in a typical business place with ringing phones, many people speaking at once, copiers, fax machines and printers.

### **WORKING CONDITIONS**

Involves exposure to violence, often including graphic descriptions of heinous crimes against children and adults. The employee will work occasional weekends or holidays due to the on call and first responder nature of the position.

### **INTERPERSONAL**

Ability to communicate professionally and effectively, act professionally and ethically at all times and maintain positive and productive working relationships with colleagues. Well organized, flexible, and able to function independently. Ability to maintain a non-judgmental attitude when working with others whose values and beliefs may be in contrast to the personal values and beliefs, maintain confidentiality, be able to function under stressful conditions, be able to work independently, consistently demonstrate effective listening skills and common sense. Tolerant of frequent interruptions. Must demonstrate a courteous, caring and understanding attitude towards clients, co-workers, visitors, other agencies' personnel, and volunteers.

### **PREREQUISITES**

1. Ability and desire to work with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to organize program details.
4. Ability to work under stress and respond effectively to crisis situations.

5. Ability to demonstrate initiative and handle a diverse workload.
6. Good problem solving skills.
7. Reliable, responsible, energetic.
8. Ability to practice and demonstrate good self-care to address job stress.
9. Proficiency on appropriate software and Internet.

#### REQUIRED FOR HIRE

1. Complete Oregon Core Advocate 40-hour training.
2. Pass criminal background check, other background checks as required.
3. Valid Oregon Driver's License and eligible for insurance.
4. Sign binding confidentiality and practice standards agreement and employment contract.

***Safe Harbors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, (dis)ability or genetics. In addition to federal law requirements, Safe Harbors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.***

**We are committed to building an authentic and inclusive workforce that represents the communities we serve. People with various work histories and lived experiences are encouraged to apply. If this sounds like work you feel compelled to do, too, we invite you to explore employment opportunities with us!**

Please include a cover letter that indicates how your experience and skills match this role and forward letter with resume to:

[mel@wcsafeharbors.com](mailto:mel@wcsafeharbors.com)

For more information or questions please contact Mel Sharp at 541-426-4004.