

EXECUTIVE DIRECTOR—FAMILY CENTER, INC. OF WISCONSIN RAPIDS

JOB SUMMARY

The Executive Director is responsible for strategic planning, fund development, public relations and the overall management of the Family Center. The Executive Director serves as the public face of the agency to funding sources, government officials, donors and the community at large.

Working closely with the staff, volunteers and Board of Directors, the Executive Director leads continuous effort to improve the agency's viability and to fulfill its mission: "The Family Center, guided by survivor voices, works through education and community involvement to eliminate violence and provide safety for all people."

QUALIFICATIONS

- Bachelor's degree in Psychology, Social and/or Human Services or related field; Master's degree preferred.
- Minimum three years management/supervisory experience, preferably in a not for profit organization.
- Strong leadership and organizational skills.
- Experience in establishing budgets and managing financial performance.
- Experience working in a domestic violence and/or sexual assault program.
- Demonstrated success in grant writing and fund raising.
- Excellent written and oral and listening communication skills.
- Ability to establish appropriate relationships with Board of Directors, staff, volunteers, donors and other stakeholders.
- Ability to utilize general business application software (including MS Office).

HOURS

This is a salaried position with a minimum forty (40) hour work week. The ability to work flexible hours is necessary with the majority of hours performed during the day. Speaking engagements, meetings and supervisory duties will require working some nights and weekends and will include travel.

JOB DUTIES

1. Responsible for day to day operations, compliance with applicable regulations and laws, and overall fiscal performance of the agency.
2. In conjunction with the Board of Directors, establishes agency goals and objectives and oversees progress toward achieving them.
3. Fiscal responsibilities include:
 - a. Develop and maintain annual budget and monitor financial operation of the agency;
 - b. Review and oversee maintenance of financial records, submit reports to the Board, funding sources, and community organizations as required or appropriate;
 - c. Perform short and long term fiscal planning to ensure continued stability of the agency, making sure these are consistent with the mission and vision of the agency;
 - d. Ensure proper administration of grants
4. Overall responsibility for hiring, supervision, development and evaluation of staff, including annual performance review process.
5. Act as a liaison between the Board of Directors and staff/volunteers/clients:

- a. Participate in Board and committee meetings
 - b. Prepare agendas and maintain corporate records of all meetings
 - c. Provide program and operational information to the board
 - d. Carry out the decisions/directives of the board.
6. Research and carry out funding initiatives including grant writing, government and community funding.
 7. Maintain and evaluate programming and services that address the current and emerging needs of people affected by domestic violence and sexual assault.
 8. Public Relations responsibilities include:
 - a. Participate in regional and statewide efforts that address issues of domestic abuse and sexual assault.
 - b. Develop, maintain and expand cooperative working relationships with other community, state and county agencies or programs and represent the agency at appropriate meetings.
 - c. Maintain a comprehensive community awareness and education program on issues of domestic abuse and sexual assault.
 - d. Maintain strong relationships with donors and donor organizations.
 9. Ensure that building and contents are maintained, repaired and cleaned and that adequate supplies are on hand.

APPLICATION PROCESS

Interested candidates should apply by submitting the following materials via e-mail to Pam Ross, FCI Board Chair at pross@odcinc.com :

Cover letter/e-mail introduction—Please explain your interest in this position and why you believe that you are well suited to work with the Family Center. Also clearly articulate your salary and benefits expectations for this position.

Resume—Highlight your responsibilities and accomplishments with your current and previous employers. Provide details of your collegiate and continuing education. Please also include your salary history with each employer.

References—Please include a list of professional references who have agreed to speak with a representative of the Search Committee. We absolutely will **not** contact any of your references without your prior knowledge and consent. Reference checks will be made only during the last stage of the search process. For each reference, please include their title and professional affiliation, a description as to how they know you, and a telephone number.

Successful candidate must be able to pass a background check and drug screening.

To ensure the confidentiality of all candidates during the early stages of this search process, no information is being collected at the Family Center. Questions and inquiries should be directed to Pam Ross (pross@odcinc.com).

The position will be considered open until the successful candidate has been identified, but to ensure consideration, all application materials should be received by January 31st.

Position is anticipated to be filled by May 1.