



**POSITION ANNOUNCEMENT  
EXECUTIVE DIRECTOR  
SAFE HAVEN SHELTER AND RESOURCE CENTER**

For more than four decades, Safe Haven Shelter and Resource Center has served those whose lives have been impacted by physical, emotional, sexual, and economic abuse. Safe Haven's Shelter provides safety, food, and supportive services to women and children from Duluth and Northern Minnesota. Safe Haven's Resource Center supports victims and survivors of domestic abuse with an array of services including advocacy, support groups, a drop-in center, and opportunities to meet with police, lawyers, and therapists.

Safe Haven Shelter and Resource Center is seeking a new Executive Director who will provide leadership and vision for the staff and board and will be a strong, collaborative partner with other organizations in the region that are dedicated to meeting people's needs for safety and stability. The new executive leader will help a successful organization to grow to the next level in order to meet the increasing need for its services. The Executive Director reports to the Board of Directors.

**AREAS OF RESPONSIBILITY**

This position provides a great opportunity for an individual who loves the Duluth area, is passionate about Safe Haven's mission, and who embraces the opportunity to promote positive growth and change in order to provide the best possible services to individuals and families. The primary job responsibilities include:

- Oversight of the operations, finances, and programs, of Safe Haven
- Formation of strategies for sustainable growth
- Board relations, including identification of emerging issues and programmatic needs
- Effective communications with all constituencies
- Effective recruiting, training, motivation, evaluation, and retention of staff
- Fostering of a collaborative culture both within the organization and with community partners.
- Budget oversight that includes planning, implementation, and accountability
- Community relations and marketing
- Diversification and growth of revenue streams, including fundraising from corporations, foundations and individuals as well as governmental entities.

## **REQUIRED EDUCATION, EXPERIENCE, AND SKILLS**

- Bachelor's or higher degree plus a minimum of three years' experience successfully managing employees and administering programs in a nonprofit organization OR, without a bachelor's degree, seven or more years successfully managing employees and administering programs in the areas of domestic violence, social justice, feminism, and/or human services.
- Familiarity with best practices in nonprofit leadership and management and experience in successfully implementing those practices.
- A proven track record in conflict resolution
- Mastery of basic computer skills e.g., Microsoft Office
- Familiarity with social media and best practices in establishing and maintaining an online presence.
- Commitment to and experience working in organizational cultures that embrace ethnic, economic, social, and sexual orientation diversity.
- A history of communicating regularly and well with external audiences – including with donors.

The following competencies and understandings are highly desired: grant writing, fundraising, experience with collective bargaining units, organizational development, and working effectively with a nonprofit board of directors

## **COMPENSATION**

Compensation is competitive and commensurate with experience.

## **TO APPLY**

Applications will be accepted until the position is filled. To apply, interested candidates should send a letter of introduction and a resume to [employment@cincinnatus.com](mailto:employment@cincinnatus.com) (noting Safe Haven in the title), or by mail to Cincinnatus, Attn: Employment (Safe Haven), Hennepin Square, Suite 2021 East Hennepin Avenue, Minneapolis, MN 55413