



# POSITION ANNOUNCEMENT

## EXECUTIVE DIRECTOR, WOMEN'S ADVOCATES

### ABOUT WOMEN'S ADVOCATES

Founded in 1974, Women's Advocates was the first shelter in the nation for victim-survivors and their children escaping domestic violence. The shelter, located in St. Paul, Minnesota, is a safe, compassionate haven for those who need a place to heal and prepare to return to life in the community. Recently, Women's Advocates has broadened its scope to encompass a continuum of safety, ranging from violence prevention (aimed at making the community a safer place to live for all), to shelter, to housing stability. When survivors leave the shelter, Women's Advocates stays in touch with them and supports them in their search for sustainable housing and a new way of life.

#### **Women's Advocates Mission:**

*Women's Advocates walks with victim-survivors and our community to break the cycle of domestic violence.*

### A CAREER OPPORTUNITY FOR AN EXPERIENCED, COLLABORATIVE LEADER

This position is right for the individual who will find fulfillment in an organization that values the following traits in its leader:

- Focus on diversity, inclusion, and equity in all aspects of work
- Creative, visionary leadership
- Strong collaborations inside the organization and with mission partners across the community
- Appreciation of broad scope – from prevention to ensuring safe, productive lives for families after healing has taken place
- Focus on public and private support to advance the mission
- Emotional intelligence
- Curiosity and compassion

## THE EXECUTIVE DIRECTOR'S RESPONSIBILITIES

The Executive Director reports to the Board of Directors and has overall strategic and operational responsibility for Women's Advocates' execution of mission, organizational culture, impact and effectiveness, and financial health.

### **Overall Leadership**

- Consulting with and reporting to the Board.
- Development (in collaboration with the Board of Directors) and implementation of the strategic plan.
- Fostering a culture of collaboration, transparency, respect, and equity
- Recruiting, mentoring, and empowering a team of senior leaders; promoting professional development of staff.
- Guiding resource development and community relations.
- Remaining aware of public policy developments and advances in the field of domestic violence prevention and treatment.

### **Operations and Administration**

- Overseeing continuity and integrity of all program, facility, and financial operations.
- Overseeing development of the organization's budget and, with the Board, accountability for the organization's financial health and integrity.
- Development, implementation, and operation of all shelter and community-based services, ensuring they are culturally responsive, trauma informed, and attentive to best practices in the field.
- Accountability for benchmarking, evaluation, and continuous improvement of programs, services, and operations.
- Establishing an organizational structure that responds to community and program needs and aligns with the strategic plan.

### **Resource Development**

- Responsibility for leading and partnering with staff and Board on fund development (including major donor cultivation, identification and cultivation of new public and private funding sources, conceptualization and planning of fundraising and friend-raising events, and stewardship).
- Guidance of communications, marketing, and external relations functions.

### **Board Development and Management**

- Working closely with the Board, providing support for Board operations, administration, recruitment, and planning.
- Partnering with the Board to sustain and continually strengthen all Board functions – including governance, meetings, and committee work.
- Actively participating in and assuring appropriate infrastructure for Board committees.
- Providing direct staff support for the Board's Executive Committee.

## KNOWLEDGE, SKILLS AND ABILITIES

The Executive Director must have an unwavering commitment to Women's Advocates' mission, to walk with victim-survivors and our community to break the cycle of domestic violence.

Specific qualifications for the job include the following:

- Minimum of 10 years of management/leadership experience, with a minimum of five years in a community-based nonprofit, foundation, or government agency.
- Master's degree or comparable experience in human services, public administration, public policy, or related field.
- Demonstrated leadership and management skills.
- Demonstrated ability to raise funds from a range of public and finalprivate sources.
- Demonstrated experience in budgeting and financial oversight.
- Experience working with a board of directors or similar policy-making or governing body.
- Working knowledge of the domestic violence advocacy, service, and prevention field, including comprehensive knowledge of community resources as well as knowledge of housing and challenges to marginalized communities.
- Demonstrated experience in developing and implementing strategic plans.
- Demonstrated ability to work effectively across differences.
- Demonstrated experience with and commitment to intercultural development and anti-racism work in the workplace.
- Demonstrated fluency in the language and concepts related to diversity, equity, and inclusion and experience with making those concepts operational in a workplace setting
- Strong written and verbal communication skills.
- Proven ability to set goals and achieve results within an organizational setting.
- Ability to identify issues and opportunities, balance multiple priorities, and solve problems.
- Ability to coach and mentor individuals with diverse talents and varying levels of experience.

## COMPENSATION: SALARY AND BENEFITS

The salary range for this position is \$130,000 to \$145,000. The salary is commensurate with qualifications and experience. There is a generous benefits package.

## TO APPLY

To apply, interested candidates should send BOTH a letter of introduction and a resume to: <https://www.cincinnati.com/womens-advocates.html>.

**Applicants are encouraged to apply by November 22, 2022.**

To learn more: [www.wadvocates.org](http://www.wadvocates.org).