

Northwoods Battered Women's Shelter

JOB DESCRIPTION

Title: Executive Director

Responsible To: Board of Directors with Chair representing Board in supervision responsibilities

Job Summary:

This is a full-time exempt position responsible for the overall administration and development of the organization consistent with the NBWS mission, philosophy, and vision. This includes implementing policies and procedures, fiscal oversight, grant writing, program development and evaluation, personnel management, community relations and collaborations, and working with the Board of Directors to ensure the health and viability of the organization.

Job Duties & Responsibilities:

1. Complete all job duties with commitment to the agency mission, the Voluntary Services Model, and all three levels of advocacy (individual, institutional, and community).
2. Provide leadership and direction for fiscal management and health of organization including, but not limited to: grant writing, fundraising, public relations, staff supervision, budget administration, and training.
3. Develop, implement, and/or supervise (in conjunction with the Board of Directors) meaningful short and long-range goals and policies to effectively meet the needs of NBWS service recipients.
4. Participate with NBWS staff in establishing specific program goals which will support the overall goals and objectives of the agency; monitor and evaluate programs for adherence to stated goals and objectives; take corrective action when necessary, using appropriate communication with relevant staff.
5. Prepare and coordinate Board meeting agenda with the Board Chair.
 - a. Attend Board meetings and present updated informational reports
 - b. Maintain committee meeting minutes
 - c. Coordinate orientation of new members of the Board
 - d. Serve as a liaison between the NBWS staff and the Board
 - e. Keep the Board informed of important developments, potential problems, and other information affecting agency operations
6. Seek, prepare and submit grant applications to obtain federal, state, and outside funding to support existing and/or new NBWS programs, operations, and capital needs. Provide sound grant management policies and practices.
7. Responsible for capital campaign, fundraising development plan, strategic plan process, and any or all projects NBWS undertakes.
8. Interview and select new employees for NBWS in conjunction with appropriate staff. Ensure all employees are properly oriented pursuant to established procedures.
9. Oversee/administer employee disciplinary action, up to and including termination of employment, ensuring that actions adhere to approved policy and that legal consultation is sought when warranted.
10. Plan and conduct NBWS staff meetings, including setting an agenda, requesting staff reports, and facilitating discussion concerning problems, ideas, needs and/or NBWS effectiveness.
11. Develop and administer personnel policies, service recipient and staff grievance procedures, and contracts. Work with Board to plan and deliver wage packages and benefits programs.
12. Ensure that NBWS practices are consistent with legal requirements and support a climate of positive employee relations throughout the agency. Create and maintain a strength-based agency culture which encourages leadership in staff and survivors.
13. Plan and coordinate coaching methods and training for NBWS employees to improve job skills, work habits, and the ability to achieve results. Maintain an open line of timely and meaningful employee

communication and conduct oneself as a team player. Support staff who provide trauma-informed care and model self-care for staff.

14. Work closely with community leaders and organizations in coordinating/promoting NBWS services, fundraising, and special events. Actively promote and maintain a positive public relations image. Collaborate with stakeholders and community partners across all three levels of advocacy.
15. Autonomously perform related work as apparent or as assigned.
16. Directly supervise program advocates and other staff as needed or assigned. Be responsible for general oversight of all employees.
17. Will not provide direct services, but may occasionally be called upon to provide coverage for absent employees with a direct services workload.
18. Responsible for general maintenance of personal office space and/or other facilities used to carry out duties and shares responsibility for the performance of overall maintenance and cleanliness of NBWS facilities.
19. Occasionally lift up to 40 pounds for general maintenance and display purposes.

Qualifications:

1. Post-secondary education and/or equivalent work experience related to human service field administration and/or business administration and a minimum of 4 years upper management experience.
2. Fundraising and grant experience required; capital campaign experience preferred.
3. Financial and budgeting experience required.
4. Experience with Voluntary Services Model preferred.
5. Knowledge of and/or experience with trauma-informed care, crisis intervention, domestic violence and supportive programs and services that support victims.
6. Belief in non-violence and willingness to challenge societal norms that condone and perpetuate violence.
7. Proven ability to provide strong leadership and to guide organizational culture.
8. Demonstrated decision-making and problem-solving skills. Demonstrated innovation and creativity in developing solutions.
9. Demonstrated ability to think and plan at the strategic level.
10. Proven ability to manage for cultural competency goals.
11. Ability to effectively communicate, both orally and in writing, with service recipients, staff, board members, and others in the community.
12. Knowledge and experience utilizing computers, word-processing & database programs, form development, and Internet research.
13. Must have own transportation and valid driver's license and insurance.
14. Ability to pass comprehensive background study requirements.
15. Ability to complete work in Bemidji-based position.

This job description does not constitute a contract and may be revised at any time, with notice to the employee, based upon the needs of the organization. Northwoods Battered Women's Shelter is an at-will employer.

Employee Signature of Acknowledgement

Date

Upon Board Approval:

Board Chair Signature

Date