

A competitive nationwide search is underway for a permanent Executive Director for Crisis Center of Magic Valley (CCMV). The job description appears below. Date of hire is expected to be January 2014. The position is open until filled.

Job Title: Executive Director
Hours: Full Time, salaried, exempt position
Salary: DOE
Benefits: Medical and dental for employee and dependents as per CCMV policies, vacation, sick leave, and holidays as per CCMV personnel policies.

Accountability:

The Executive Director is accountable to the Board of Directors.

Responsibilities:

1. To serve as a public advocate, aware of and involved with citywide and community issues, relevant to the CCMV mission; acting to both assist individuals in need, and to promote social change; collaborate with appropriate organizations to effect this.
2. To serve as director to The Crisis Center of Magic Valley, responsible for all program and operations of The Crisis Center. Supervising all staff including recruiting, hiring, training evaluation, meetings, case review and ongoing training. In charge of hiring and releasing all staff.
3. To foster positive public relationships and good will with community groups, law enforcement, judicial services, area health care providers, locally as well as statewide through on-going collaboration and speaking engagements.
4. To prepare and monitor the annual budget for Crisis Center of Magic Valley Programs; to research and shape grant proposals and draft yearly program evaluations; to manage record keeping, publications and statistical reporting.
5. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.
6. To serve as a member of the CCMV team, participation in all staff events such as regular meetings and retreats; reporting to the Board of Directors regularly.
7. To serve as an educator in the community: speaking at events and facilitating social action projects; fostering mutually helpful relationships with CCMV member societies; giving presentations at local schools and community organizations regarding the impact of domestic violence.
8. Ensures that The Crisis Center of Magic Valley program, shelter and staff are in compliance with all of the required standards given by its current funders. Any and all other duties as assigned by the Board of Directors.

Qualifications:

1. Excellent understanding of issues regarding domestic violence and societal oppressions
2. Experience and deep understanding of multiculturalism
3. Strong verbal and written communication skills, including public speaking and grant writing
4. Strong conflict resolution and decision making skills
5. Understanding of not-for profits and experience working with boards of directors and volunteers particularly helpful.

6. Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors.
7. Computer literate
8. Knowledge of all applicable and relevant local, State and Federal laws/ regulations.
9. Bilingual English/Spanish, a plus
10. Two (2) years of human services program management, a plus
11. Two (2) years of advocacy experience with victims of crime, a plus

Materials to be sent by the Executive Director Candidates:

Personal Resume; Three(3) personal letters of reference; Three (3) Work letters of reference; One (1) Brief (1 to 4 pages) sample of your writing (a grant application, an article, etc.)

Please send materials electronically to: laurie@ccmagicvalley.com

Application Deadline: December 26, 2014