



## Elmore County Domestic Violence Council JOB DESCRIPTION

**TITLE:** Executive Director

**REPORTS TO:** Board of Directors

### WHO WE ARE:

Elmore County Domestic Violence Council (ECDVC) is a 501(c)(3) nonprofit organization based out of Mountain Home, ID. We provide 24/7 crisis hotline, shelter, and advocacy services to victims of domestic violence, sexual assault, human trafficking, stalking, and teen dating violence. Our organization provides education, awareness, and resources to our community in hopes of creating a community where every individual thrives in safe, healthy relationships free from violence.

### GENERAL JOB DESCRIPTION:

Leads ECDVC team in all program and operational aspects of ECDVC. Areas of responsibility include but are not limited to operations planning and management, human resources, financial/budget monitoring, community advocacy, fundraising, program development, risk management, and ensuring program delivery of trauma-informed services to victims. As the executive leader and public face of the organization, the Executive Director articulates and demonstrates a passion for ECDVC's vision of a community where every individual thrives in safe, healthy relationships. The Executive Director must ensure that security and confidentiality are maintained for all clients and staff.

### BASIC MINIMUM QUALIFICATIONS:

- Bachelor's degree in a related field (Master's preferred) *plus* four years of related executive leadership and managerial experience, preferably in a domestic violence program and/or non-profit setting; **or equivalent combination of education and experience**
- Highly skilled in leadership, including strategic planning, developing a healthy organizational culture, and leadership of employees, volunteers, budgets, administrative operations, and programs
- A deep understanding of trauma-informed services for domestic violence, sexual assault, human trafficking, stalking, and teen dating violence victims, including children.
- Excellent written and oral communication skills
- Familiarity with Elmore County
- Flexible schedule, some evenings and weekends required
- Relationship-building skills: Experience in building relationships with various individuals and organizations within a community in addressing effective primary prevention strategies on gender violence
- Ability to manage responsibly and demonstrate good judgment under pressure
- Ability to adhere to confidentiality requirements
- Ability to maintain professional boundaries with clients at all times
- Ability to remain patient and calm in stressful situations
- Valid Driver's License
- Energetic and flexible

## **ESSENTIAL JOB FUNCTIONS:**

- Acts and serves as a representative of ECDVC in the community
- Collaboration and Relationship Building: Represent the ECDVC in the community by attending community and partner events, serving on community teams and/or task forces as needed
- Proactively build relationships with key community members, Board of Directors, medical providers, donors, law enforcement, and other victim services agencies and ensures all grant guidelines and requirements are fulfilled
- Assures accountability for activities in service areas. Verifies metric, statistical, and outcome/impact measures
- Assure procedures and policies are adhered to by staff. Provides quality assurance of program and staff activities
- Provides general program administration and oversight over all service areas, including program design, development, monitoring, identification, and adherence to program impact/outcomes, and appropriate protocol/policy development
- In collaboration with the Board, prepare board agendas and associated materials
- Oversees recruitment, selection, training, supervision, evaluation, and termination of paid and unpaid staff in service areas according to ECDVC policies and procedures
- Provide performance and workforce review updates to the Board on an annual basis
- Develops outcome measures, program objectives, procedures, and standards for service areas. Sets yearly service goals and monitors status
- Responsible for strategic plan implementation of relevant action items/tactics; develops short-term and long-term plans and goals to assure programs remain relevant and effective, with continuous program development as appropriate
- Research and consider implementation (or maintenance) of best practice service provision models for all ECDVC victim services
- Provide training opportunities for staff members. Identifies strategic challenges, opportunities, and threats related to ECDVC victim service areas. Reports issues to board as appropriate. Develops and presents plans to address these issues
- Oversees all operations involved in sheltering clients including (but not limited to) facility management, building safety, service reports, client files/ documentation, payment, license requirements, and written correspondence, as appropriate
- Attends interagency meetings, such as program team meetings, executive management meetings, Board of Director meetings, and committee meetings, as appropriate
- Draft and oversee the development of yearly budgets, perform budget reviews as appropriate, and monitor expenses and revenues for service areas. Identifies problem areas and solutions
- Responsible for daily bookkeeping and financial management of organization
- Develops plans for sufficient revenues and oversees coordination of all fundraising activities for program areas
- Oversees timely submission of grant applications to government agencies (federal, state, and local), corporate funders, foundations, and other sources. Identifies and builds relationships with funding sources. Assures required grant/program accountability reports are completed and submitted in a professional, complete, and accurate manner
- Oversee development program to maintain ongoing relationships with key donors
- Maintain physical properties in a good state of repair and operating conditions
- Oversee all building and remodeling projects
- Provide advocacy for clients with primary and secondary community service providers, such as law enforcement, courts, Health & Welfare, and hospitals
- Provide clients with ongoing crisis intervention, including empowerment and self-advocacy information
- Conduct intake process with clients

**PHYSICAL REQUIREMENTS:**

Approximately 35% of time spent standing, walking, negotiating stairs, bending, kneeling, carrying, and lifting.

Approximately 65% of time spent sitting at workstation

**WORKING CONDITIONS/ENVIRONMENT:**

Approximately 80% of time is spent indoors. Approximately 20% is spent en-route to meetings, appointments, and other outside activities as needed.

**TOOLS AND EQUIPMENT:**

Computer: Microsoft Windows, Microsoft 365, QuickBooks, Adobe Acrobat Pro, general office equipment, multi-line phone system.

**POSITION DETAILS:**

Medical, dental, and vision insurance

Paid time off

Exempt/salaried, full-time 40 hours/week, Monday-Friday with rotational on-call, some evenings and weekends

Location: Mountain Home, ID

Salary \$65,000-\$70,000, determined on experience

**Please submit your cover letter and resume to [director@ecdvc.org](mailto:director@ecdvc.org)**