



Seeking an Executive Director

Safe Nest is located in Southern Nevada and seeking an Executive Director. Safe Nest is a \$4-10 million dollar operation with approximately 90 employees.

Safe Nest's mission is to be the leading advocate in promoting the eradication of domestic violence by providing confidential assistance including shelter, food, clothing, counseling, education, and other services to individuals experiencing domestic violence while maintaining the highest respect and dignity for our clients.

The Executive Director posting is currently open and accepting candidates. The search Committee would like candidates to be submitted by December 30, 2016.

Please submit cover letter and resume to amy@simmons-group.com. Simmons Group is a consulting firm assisting the Safe Nest Search Committee with the transactional steps in the search process.

Executive Director Job Description

Position Description:

The Executive Director is responsible for providing the vision, alignment, execution, and management necessary to ensure Safe Nest has proper operational controls, administrative and reporting procedures, people, process and systems in place to effectively maintain and grow the organization. In addition, ensure operating efficiency and deliver exceptional operational and financial results while delegating the day-to-day tasks. As the leader of Safe Nest, the ED is responsible for oversight and leadership of internal operations to include directing and managing a team of leaders to ensure operations meet goals, meet best practices for quality, efficiency and financial performance and supports the mission and core values of the organization. The ED ensures successful execution of business strategies, operating policies, and quality management; oversees the development of the annual operating budget and operating policies that support the organization's objectives; and interacts with the Board of Directors as needed and/or requested.

The ED will ensure that they and their team...

Continually contribute to a safe work environment, through compliance with established safety guidelines; strictly adhere to all state and federal confidentiality guidelines; foster an environment that upholds the organization's Core Values; and maintain a professional organization with a positive community reputation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Leadership

- Lead, inspire, and mentor staff in the vision and goals of the organization.
- Maintain appropriate staffing levels by providing and reinforcing a work environment and culture to encourage retention and reduce voluntary turnover.
- Proactively bring recommendations to the Board of Directors in matters related to objectives, policies and long-term strategy.
- Supply Board of Directors with complete, accurate and timely reports, data and supporting information to enable them to make informed decisions, including data from external advisors/consultants.
- Develop and support collaborations and partnerships in the communities the organization serves.

- Oversee and work in partnership with outside contractors to accomplish organization's goals and strategic direction.
- Keep Board of Directors informed of challenges, progress, activities and emerging community issues, along with offering recommendation and solutions as appropriate.
- Initiate and participate in strategic planning to ensure future growth and development of the organization.
- Direct the planning, preparation of materials and physical arrangements for meetings of the Board of Directors. Ensure a Board Package is sent to each Board member one week prior to each meeting.
- Oversee all administrative operations.
- Review all quarterly and annual regulatory reporting prior to filings.

Asset Development, Communications and External Relations

- Oversee creation and implementation of a comprehensive asset development plan that emphasizes growth in operating funds and reserve funds.
- Build and maintain relationships between the organization and current/potential donors; cultivate, solicit and steward major donors in partnership with the Director of Development.
- Represent the organization and participate in meetings with major donors, the general public, community groups, local businesses, and civic leaders.
- Oversee fundraising event planning and execution.
- Oversee grant program, including planning, development, tracking, and auditing, as well as meeting with grant sources.
- Actively seek opportunities to speak in settings where the interests of the organization can be advanced.
- Ensure execution of the public relations mission of the organization.
- Work closely with staff to initiate and/or participate in community collaborations.
- Serve as media spokesperson.

Management

- Manage the team who deliver services and execute the daily operations of Safe Nest.
- Hire, train, coach, evaluate, and supervise staff, ensuring that all employees receive adequate guidance and resources to fulfill department objectives.
- Provide guidance to department directors on issues related to new positions, disciplinary actions, or employee terminations.
- Direct and supervise the development and implementation of new programs or expanded programs which advance the organizational mission.
- Develop and supervise procedures and practices in keeping with policies adopted by the Board of Directors.
- Ensure the efficient use of professional advisors in audit and financial reporting, legal counsel, public relations and other consultants.
- Ensure the maintenance of full, complete and accurate records.
- Regularly review and audit records; analyze for best practices.
- Regularly evaluate and inspect the organization's properties and assets for proper maintenance and security.
- Direct and supervise the development, implementation, and maintenance of the organization's annual operating budget.
- Meet regularly with the management team to plan, execute and evaluate ongoing operations.
- Provide staff support to the Board's Executive Committee.

All other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Director of Development, Director of Community Relations, Director of Donation Center, Director of Grant Management, and three Program Directors.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training Employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining Employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree or 10 years' experience in non-profit work required, master's preferred, degree in Business, Management, Social Work, or other related field preferred. Minimum five to seven years of progressively responsible management experience required. Experience and knowledge of human services and advocacy related to domestic violence preferred. Demonstrated skills in budgeting, fiscal management, fund development, donor solicitation, HR, and program development/management.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret documents, such as policy and procedure manuals, maintenance instructions, and other related documents. Ability to respond to common inquiries from other employees or guests. Fluency in English required. Ability to write detailed instructions and correspondence. Ability to effectively present information one-on-one, as well as in small group and large public settings.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the Employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to handle or feel objects, tools or controls and for the use of fine motor skills. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, stretch, bend, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Essential responsibilities include moderate physical ability such as lift or maneuver at least fifteen (15) pounds, and prolonged sitting during work time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by Employees while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typically moderate.

Employee must be able to work varying-schedules to reflect the business needs of the organization.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an Employment contract between Safe Nest and me, and that either I or Safe Nest may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____

Date: _____

Employee Name (Print): _____