

Executive Director needed for Clinton County Women Center, Inc. dba Roads to Peace

Approval date by Board of Directors: January 24, 2022

Applicants: Please forward your Cover Letter, and Resume
Attn: Human Resources (Email): HRExpert@CertifiedHRExperts.com
Questions, please call 717-461-3177
Submittal Deadline: February 15, 2022

Title: Executive Director of Finance, Client, and Shelter Services

Reports to: Board of Directors

FLSA Status: Full time, exempt (may have flexibility)

Work hours: 40 hours per week (flexibility required for some nights and/or weekends)

Travel Expectations: Minimal travel, including overnight, required

Salary: 75,000 annually

Supervision: Oversees the administrative staff and the management team

Summary

Provide support to and help advance the mission, programs, and services by exhibiting leadership, accountability, and responsibility. In addition, support the Board of Directors and the community as well.

Essential Responsibilities

- Maintain strict confidentiality standards
- Oversee the day-to-day finances and operations
- Prepare and oversee the administration of an annual budget
- Hire, terminate, evaluate and oversee the management team
- Assign all new administrative staff
- Coordinate and implement program development with administrative staff
- Meet bi-weekly with administrative staff to maintain continuity of services
- With assigned staff, oversee the preparation of all required reports and records and submit in a timely fashion
- Develop funding resources and prepare grant proposals to attain program goals
- Serve as Section 504 Coordinator for non-direct service employees and volunteers
- Develop and maintain working relationships with organizations and systems that deal with victims of sexual assault and domestic violence
- Serve as a delegate to the Membership of the corporate affiliates such as PCAR, PCCD, and the PCADV
- Participate in relevant task forces and meetings
- Attend all required meetings with funders as scheduled by those entities and other Committee meetings
- Prepare monthly reports regarding the status of the organization, including finance, staffing, and program accomplishments for the Board of Directors

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- Maintain a constructive working relationship with the Board of Directors
- Document time efforts in ETO (Efforts to Outcomes Database system)
- Document time efforts in Insite payroll time tracking program
- Work with the Board to plan for the organization's future and oversee the development of staff workplans to accomplish those goals
- Model trauma-informed supervision for staff
- Lead the organization's diversity, equity, and inclusion efforts to support survivors and staff

Additional Responsibilities

- Respond to the needs of individuals impacted by domestic violence and sexual assault in the absence of an advocate
- Provide transportation for clients as required
- Complete and remain current in all trainings related to essential responsibilities and expectations required by the funders of CCWC-RTP
- Assist and participate in training of staff and prospective volunteers

Qualifications

- Master's Degree (preferred) and/or Bachelors' Degree with leadership and Grant Writing experience in relevant field or an equivalent combination of education and experience
- Grant writing experience (preferred)
- History of grant funding success
- Human Resource experience (preferred)
- History of progressive leadership experience
- Minimum of 1 year experience working in a non-profit organization

Location:

- Not a remote position. This role is required to be "on site" at the Center. [Candidates that live in Clinton County and/or within a one-hour travel distance from CCWC-RTP are preferred].