

EVE, Inc.
Executive Director Job Posting

EVE, Inc. is a 501(c)3 organization that provides supportive services to survivors of domestic abuse and sexual violence, while empowering our community through education and awareness. EVE (End Violent Encounters) is seeking a full-time Executive Director (ED) to serve as the chief executive officer to manage the operation of all agency facilities, programs and services. The Executive Director reports directly to the Board of Directors. The position's salary range is \$60,000 to \$65,000 with a comprehensive benefit package. Interested candidates who meet the minimum requirements should submit a cover letter and a resume to edsearch@eveinc.org by June 6, 2018 at 5 p.m.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

1. A Bachelor's degree with at least three years of nonprofit management experience or a Master's degree with two years of nonprofit management experience. Degrees in social work, nonprofit administration, or public administration are preferred.
2. A minimum of three years of experience working with domestic abuse and sexual violence with an excellent understanding of the dynamics of domestic abuse and sexual violence.
3. Experience in financial management and budgeting, including a demonstrated ability to utilize resources, staff, and volunteers efficiently and effectively.
4. Experience in grant writing and management, including federal or state grants.
5. Knowledge of and successful experience with fundraising principles and activities.
6. Strong experience in human resources management.
7. Demonstrated ability to interact effectively, appropriately, and professionally with a broad range of stakeholders including the Board, community members, collaborative partners, the media, donors, agency allies, law enforcement, service providers, and the general public.
8. Demonstrated ability to interact effectively, appropriately, and professionally with clients and staff in supportive and respectful relationships.
9. Effective leadership, administrative, and managerial abilities, including flexibility to adapt quickly to changes.
10. Demonstrated experience as an effective communicator including public speaking and clear, concise writing for a broad range of audiences.
11. Experience developing, interpreting, and applying policies and procedures.
12. Demonstrated ability to exercise sound judgment, emotional maturity, stability, and dependability.

POSITION RESPONSIBILITIES:

Program, Services and Facility Management

- Manages the overall operation of EVE's programs and services, including the upkeep and maintenance of all of EVE's physical assets.
- Develops, evaluates, and makes recommendations to add to or modify programs, services, facilities, and policies as required to meet changing community needs.

Human Resources Management

- Develops, maintains, implements, and updates, as necessary, personnel policies and procedures that comply with federal, state, local, and grant rules, regulations, and requirements, as

applicable.

- Manages all personnel actions including hiring, disciplinary, compensation, and termination of EVE staff and volunteers, in compliance with EVE human resources policies and procedures.
- Directs staff in supervising, managing, and administering programs and services to maintain high standards of quality for EVE's programs and services.

Financial Management and Resource Development

- Develops, maintains, and operationalizes comprehensive knowledge of financial planning, budgeting, and management of EVE's income, investments, and endowment funds.
- Maintains an accurate accounting system, including payroll, cash management, and maintenance of financial records to insure an annual independent audit report with no exceptions or qualifiers.
- Maintains appropriate internal controls and risk management policies and programs.
- Presents financial reports to the Board on a regular basis and submits an annual budget for review, revision, and approval.
- Develops and implements fund-raising and financial development strategies that meet EVE's mission and goals.

Mission and Goals

- Directs and leads the development, planning, and implementation of EVE's mission, goals, and long-range and strategic plans.

Compliance with Rules and Regulations

- Assures compliance of all facilities, programs, and services with all federal, state, grant, and other rules, regulations, standards, and laws, as applicable.

Community Relations

- Establishes, maintains, and promotes a positive professional image in the local community and with all stakeholders, and serves as the EVE spokesperson to the media and all external contacts.
- Cultivates and maintains effective relationships with all stakeholders, including but not limited to, community and business leaders, clients, constituents, public officials, professional organizations, and donors.

Subject Matter Expertise

- Develops and maintains comprehensive knowledge of the needs of victims and survivors of domestic abuse and sexual violence to ensure the health, safety, and well-being of clients.
- Develops and maintains a thorough understanding of EVE's mission and goals to identify and implement strategies to advance that mission.