

## **SAFE PASSAGE JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR**

***Position Summary:*** Provide overall management and leadership to all Safe Passage initiatives and activities. Responsible for the day to day management of the organization.

***Supervisory Relationships:*** Supervised by the Board of Directors of Safe Passage. Supervises six direct reports and others as needed.

#### ***Essential Functions & Responsibilities:***

##### **Board of Directors**

- Provides direct staff support to the Board of Directors.
- Develops recommendations and policy changes as appropriate for board approval that will enhance the success of Safe Passage's programs; works with the Board of Directors in setting policy to guide and direct the organization.
- In collaboration with the Board Chairperson, works to maintain motivation, ownership and vision of the Board of Directors.
- Develops required reports to keep Board apprised of Safe Passage activities.
- In partnership with the Board Chairperson, provides sufficient support ensure a strong, viable Board of Directors that governs the organization.
- Provides direct staff support to the Executive Committee and ensures adequate staff support to all other board committees.

##### **Personnel**

- Effectively manages the human resources of the organization according to personnel policies & procedures.
- Ensures that all Safe Passage staff members (full time, part time and contractual) are culturally competent, have an intimate knowledge of the communities they serve, and have the skills and experience necessary to implement all job responsibilities.
- Responsible, through direct or indirect supervision, of employment, assignment, training, supervision, evaluation and termination of all direct-hire staff.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Maintain a climate which attracts, retains, and motivates a diverse staff of top quality people.

##### **Financial Management**

- Directly supervises all aspects of fiscal management, insuring adequate internal controls.
- Responsible for developing and maintaining sound financial practices.
- Prudently manages organizations resources within budget guidelines.

- Assures the proper use, management, security, inventory, and upkeep of the organization's facilities and equipment.
- In partnership with the Treasurer, develops annual and multi-year operating budgets and provides direct supervision of budget approval and implementation.
- Produces and submits financial reports as required.
- Ensures adherence to State, Federal and local grant budgetary and program guidelines.
- Insures adherence to all grant and contractual requirements.

### **Fund Raising**

- Works with the Board to develop a plan to assure adequate financing for current operational needs and long-term goals.
- In partnership with the Board, responsible for coordinating all fund-raising activities.
- Responsible for development and submission of grants to support the mission and goals of Safe Passage.
- Maintains relationships and coordination with all funding sources.
- Research and investigate opportunities for resource development.
- Conducts personal solicitations for financial and in-kind donations.
- Coordinate special events
- Work with SCCADVASA and SCVAN to support funding efforts in the legislature
- Oversee capital campaigns as required.
- Ensure sustainability of the agency by setting clear financial goals and carrying out fund-raising activities in coordination with the Board of Directors.

### **Programmatic**

- Provides leadership to manage the daily operation of Safe Passage.
- Program design, implementation and evaluation for 24-hr crisis intervention, court advocacy, child advocacy center, outreach to counties within service area and underserved populations, emergency shelter, volunteer, therapy, college outreach services and education/prevention programs.
- Implements the strategic plan in coordination with the Board of Directors and staff.
- Works in partnership with stakeholders to maintain the vision of Safe Passage and to further the goals of the agency.
- Manages contractual relationships with Safe Passage's existing and/or future partners.
- Assures that Safe Passage's services are provided in most effective and efficient manner, adhering to best practices when viable.
- Develops and/or approves all necessary procedures for program implementation.
- Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- Maintains a working knowledge of significant developments and trends in the field.

## **Community Involvement and Public Relations**

- Assures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders
- Works to achieve and maintain a positive, visible community image, assuring that Safe Passage is known as a valued service in York, Chester, Lancaster, Union, and surrounding counties.
- Works closely with the Safe Passage Board, public and private entities, and the general community to facilitate their continued support and awareness of Safe Passage and related activities.
- Solicits media coverage of regional and local activities and events, and arrange, whenever possible, to have the chair or another board member speak on behalf of the organization.
- Sustains collaboration with existing partners and works to develop new partnerships that will enhance the implementation of Safe Passage's services.
- Encourages partners to participate in the planning and implementation of Safe Passage's initiatives.
- Raises and maintains community awareness of the Safe Passage's mission, services and needs.
- Serves as Safe Passage's primary representative in the community. Attends committee meetings where Safe Passage is a member organization and/or where domestic violence and/or sexual assault issues are addressed.
- Serves as the primary spokesperson for Safe Passage.
- Primary contact with legislative and governmental branches on all issues relating to mission of organization.

## **Other Duties**

- As assigned by the Board of Directors.

## ***Qualifications:***

- Master's degree in one of the social sciences, business, public administration or related field, with five (5) years' experience in a leadership role within a human services/nonprofit organization is preferred, or any combination of education and experience commensurate to the job.
- Experience working with vulnerable, underserved and/or traumatized populations, with preference given to experience in domestic violence and/or sexual assault.
- Ability to inspire and energize others
- Ability to communicate clearly and persuasively in formal and extemporaneous settings, to engage people and convey passion for Safe Passage's mission.
- Ability to create an environment that welcomes feedback, discussion and new ideas. Encourages innovation and new directions within the frame of Safe Passage's mission
- Ability to engage the board, staff, volunteers, partners and stakeholders in decision making to build consensus and to make tough decisions when necessary.

- Ability to analyze and tackle problems in a fair and collaborative manner, and to put in place the systems, processes and accountabilities necessary to support solutions.
- Proven business acumen, with a track record of effective management and budgeting
- Ability to establish effective relationships with diverse populations represented in the community
- Must be able to pass a comprehensive background check that includes a criminal history check, sex offender registry check, DSS abuse and neglect registry check, and a credit check
- Demonstrated experience and knowledge in fund raising.
- Excellent public relations skills.
- Fiscal management experience
- Excellent organizational skills
- Leadership skills
- Must be able to work a flexible schedule

To apply, please send a resume a cover letter to [staff@safepassagesc.org](mailto:staff@safepassagesc.org)

Safe Passage is an equal opportunity employer