

## **Executive Director, South Peninsula Haven House**

**Hours: Full-time (40 hours); some evening, weekend, and on-call work required**

**Status: Exempt**

**Benefits: Health, Dental, Vision, and paid leave**

**Reports to: Board of Directors**

**Location: Homer, Alaska**

The Executive Director is the face and voice of Haven House throughout the community, state, and country. The Executive Director provides leadership in guiding Haven House strategies, goals, and mission. The Executive Director manages agency operations that support the trauma-informed intervention and prevention of domestic violence, sexual assault, and child abuse. The Executive Director manages operations in accordance with state and federal laws, grant regulations, and Haven House policies and procedures.

### **GENERAL RESPONSIBILITIES**

#### **Strategic and Operational Leadership**

- In partnership with the Board of Directors, develops long-range plans that position the organization to fulfill its mission
- Translates plans into operational actions with measurable results and clear accountability

#### **Operations / Delivery of Services**

- Oversees the day-to-day operations of the organization ensuring that all facets of the organization efficiently and effectively fulfill the mission of Haven House
- Partners with other non-profit, for-profit, and governmental organizations to further develop strategies to meet the needs of victims of violence
- In partnership with the Board of Directors, plans/coordinates the development of organizational policies
- Oversees the monitoring and maintenance of Haven House facilities to ensure that safety and compliance standards are met
- Establishes trauma-informed processes and systems for service delivery and prevention functions of the organization
- Ensures profitable and efficient operation of the Haven House Thrift Store and other social enterprise businesses Haven House develops
- Ensures confidentiality regulations and laws are adhered to and that safety protocols are in place and communicated to staff and clients

#### **Staff Management**

- Provides leadership and direction for staff and volunteers to ensure a positive work environment. Builds and leads a high-performance team
- Ensures personnel policies are in place to comply with all legal requirements and that the policies are consistently applied
- Determines staff resource needs and ensures that staff has adequate training and support
- Hires and manages paid staff ensuring a training program is in place for each
- Works with Haven House leadership team to make collaborative decisions that impact the wellbeing of staff and clients

#### **Fiduciary**

- Develops annual budget for Board approval and prudently manage operations and services within the approved budget. Present reports on financial planning, status, anticipated problems and alternatives.
- Ensures that Haven House Financial policies and procedures are followed and that controls are in place to promote financial integrity

### **Fund Development**

- Maintains an effective resource development process to provide sustainable funding necessary to fulfill the Haven House mission and strategic plans.
- Builds relationships with funders and donors and educate them on the results and importance of Haven House's services.
- Leads Haven House enterprise opportunities that promote a positive image of Haven House, support the mission of Haven House, and generate unrestricted income for Haven House.

### **Community / External Relations**

- Is the face and voice of Haven House throughout the community, state, and country
- Ensures a positive image for the organization is maintained
- Builds and maintains strong partnerships in the community with diverse sectors and participate in collaborative leadership opportunities
- Positions Haven House as a leader in the community in state in collaboration and innovative partnerships

### **Board Relations**

- Assists the Board in strategic planning, to include implementation and review of long-term plans, and advises the Board on issues impacting the mission of the organization, as well as other issues related to achievement of the mission
- Attends all Board meetings. Provides written comprehensive reports to the Board according to a mutually agreed upon schedule regarding the operation of programs and their compliance with organizational policy
- Proactively assists in Board Development to ensure that the Board is a viable and valuable resource to Haven House

Other Requirements: Promote and adhere to the mission of Haven. Observes confidentiality of clients and agency information. Ensures all activities are managed with integrity and in compliance with applicable laws, regulations, and Haven House policy. Obtains Board approval for employment activities outside of the organization; assumes no duties that are unrelated to and/or interferes with her/his administrative duties.

### **REQUIRED QUALIFICATIONS**

- Bachelors degree in social work, psychology, business or a related field; Masters degree preferred
- 3+ years working in a field related to domestic violence
- 5+ years of proven leadership and upper management experience; working in a domestic violence shelter preferred
- Strategic leadership: short-term and long-term planning
- Experience working with a nonprofit board of directors developing short-term and long-term goals through a strategic planning process
- Proven record in building community partnerships
- Excellent verbal and written communication skills
- Proven experience in nonprofit finance management, budget development, grant writing and fundraising

- Experience in managing a diverse group of staff in a collaborative work environment

Successful candidate must pass a comprehensive civil and criminal background check.

In accordance with Federal law, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.