



Executive Director Job Posting

| June 17, 2019 |

GENERAL

The Wyoming Coalition Against Domestic Violence and Sexual Assault (WCADVSA) is a non-profit, non-governmental organization incorporated in 1987. Through a collective voice of the twenty-eight local domestic violence and sexual assault programs in Wyoming, the WCADVSA is committed to provide leadership, education, and systems advocacy to advance social change and end violence.

COMMITMENT TO DIVERSITY

The WCADVSA is committed to diversity of experience and background in its workforce. Individuals from diverse backgrounds are encouraged to apply. The WCADVSA welcomes diversity on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, gender identity, age, and disability.

PRIMARY RESPONSIBILITY

The Executive Director provides management, direction, and coordination of the WCADVSA and strives to secure funding needed to achieve WCADVSA goals through a shared leadership framework. The Executive Director implements the mission of the organization: to eliminate personal and institutional violence through an anti-oppression framework through providing programs support and education, public information and education, systems advocacy, and social change activities. Serve as a spokesperson for WCADVSA and network with the state, national and local organizations to promote the work of the WCADVSA. Most importantly, maintain the philosophical and programmatic integrity of the organization consistent with the grass roots movement for ending violence and promoting equity.

QUALIFICATIONS

- Bachelor's or Master's degree preferred or equivalent. Five years related work experience in DVSA and social change advocacy field preferred.
- Demonstrated program development and project management skills, including staff supervision and ability to work effectively with partners. Commitment to collaboration, team-building and professional development of staff.
- Understanding causes of violence rooted in racism and oppression as connected to domestic violence, sexual assault, dating violence, stalking, and a strong commitment to ending violence and the marginalization of all peoples.
- Demonstrated fundraising and grants management skills.
- Demonstrated ability to work with people from varied backgrounds, cultures, ethnicities and abilities.
- Experience in social justice, systems advocacy, and social change work.
- Strong written and oral communication skills.
- Intrinsically motivated with the ability to manage time, evaluate progress and adjust activities to complete work within established time frames.
- Ability to work independently as well as collaboratively.
- Awareness of and commitment to healing alongside individuals, organizations and communities' responses to trauma exposure.

- Excellent proficiency with data collection systems, Internet technologies, and software programs including Microsoft Word & Excel and Google Docs.

POSITION REQUIREMENTS

- Responsible for the overall management, policy development, anti-oppression work, planning and program implementation work of staff in Laramie and satellite offices.
- Facilitate a healthy, trauma informed, anti-oppressive organizational culture and work environment.
- Responsible for fundraising (public/private) and development.
- Responsible for the overall financial position of the organization including assisting with the Board Finance Committee, reporting, budget development, cost allocation accounting, and familiarity with QuickBooks Nonprofit.
- Responsible for the overall administration of funding sources including Federal, State, private and unrestricted funds.
- Oversees supervision of personnel and delegation of responsibility for all staff and activities of the organizations.
- Ensures the overall coordination of statewide training, technical assistance, program development, and public education activities of the organizations.
- Provide recommendations, direction and support to the Board of Directors and membership in setting goals and priorities for the WCADVSA.
- Keep the Board of Directors and membership apprised of the local, state, and national priorities.
- Represent the WCADVSA with federal agencies, public and private agencies, the media and the general public; maintain effective relationships with key representatives of relevant agencies.

WORK ENVIRONMENT

- Extensive travel is required. Some early morning and evening meetings are required as well as overnights and weekends.
- Must possess a valid driver's license.
- WCADVSA pays mileage or rental car expenses, meal per diem, and actual expenses for lodging, and other work-related expenses while traveling.
- The position is based in the WCADVSA Laramie office.
- The WCADVSA will provide a computer, printer, telephone, reimbursement for business use of a mobile phone, and other equipment required to be able to operate the project.
- Must be able to carry up to 35 pounds in order to move equipment and supplies as needed to perform job responsibilities.
- Knowledge about equipment setup and basic troubleshooting is important.
- Successfully complete a criminal background and credit checks.

RELATIONSHIPS

- Supervised by the WCADVSA Board of Directors

BENEFITS

- Competitive package including retirement plan, vacation, sick, holidays, personal days, health, dental, vision, critical illness, accident, long term disability, and life insurance options

FUNDING SOURCES

- All WCADVSA funding streams including Federal, State, private, and unrestricted resources

CONDITIONS OF EMPLOYMENT

- Work at the discretion of the Board of Directors
- Adhere to all stipulations of the WCADVSA policies

CLASSIFICATION

- Full-Time, Exempt 40+ Hours

SALARY RANGE

- \$70,000 to \$90,000

APPLICATION MATERIALS

- Cover Letter
- Resume
- Five professional references
- Up to a 500-word response to the following question:
Through a shared leadership and anti-oppression framework, what is your vision for the WCADVSA in the first twenty-four months of your tenure?

Please submit all of the application materials by Friday, July 5, 2019

Mail—WCADVSA, PO Box 236, Laramie, WY 82073

E-Mail—jzenor@wyomingdvsa.org or by

Hand Delivery—710 Garfield Street, Suite 218, Laramie, WY 82070