

Kansas Coalition Against Sexual and Domestic Violence Job Description

Position: Executive Director

Responsible to: KCSDV Board of Directors

FLSA Status: Full-time, exempt

Overview:

The Executive Director is responsible for the overall administration of KCSDV's objectives and mission, services, and initiatives. Additionally, the Executive Director ensures the achievement of short and long-term strategic, programmatic, and financial goals, as well as the delivery of quality services by staff.

Primary responsibilities

1. Organizational Leadership and Board Governance:
 - a. Supports the Board of Directors, including the ongoing work of Board recruitment, engagement, committee work, and leadership development.
 - b. Ensures that the Board has the tools and information needed to fulfill its fiduciary and strategic responsibilities. Present regular statements of program operations, planning, and staffing to the Board of Directors.
 - c. Provides leadership in developing and implementing organizational plans, in concert with KCSDV's goals and objectives pertaining to diversity, equity, and inclusion.
 - d. Recommend to the Board for adoption all major policies; formulate and administer all operational policies and procedures, as required by by-laws.
 - e. Oversees regular program evaluation processes, including compliance with federal, state, local, and funder regulations.
 - f. Maintains a current knowledge of significant developments and trends in the domestic and sexual violence movement by participating in national and statewide convenings to maintain a knowledge of trends and best practices.
 - g. Oversees and ensures a fair and equitable accreditation process for domestic and sexual violence programs.
2. Financial Planning, Management, and Fund Development
 - a. Oversees sound financial plans and practices and is accountable for current year operating and capital budgets and for financial performance of the investment portfolio, ensuring that KCSDV operates within budget guidelines, as approved.
 - b. Prepares annual budget and any budget modifications for Board approval in collaboration with the Associate Director of Finance and Administration.
 - c. Conducts official correspondence and executes legal documents.

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- d. Negotiate contracts for services, equipment, and facilities.
 - e. Ensures that adequate and sustainable funds are available to successfully carry out work.
 - f. Leads successful fundraising with individual donors, foundations, and government sources.
 - g. Keep apprised of and advocate for federal, state, and national funding for KCSDV and member programs.
3. Legislative
- a. Keep apprised of Kansas Legislative processes, guidelines, legislation, and impending issues relevant to KCSDV and member programs.
 - b. Work with state and federal agencies to advocate for funding based on needs of KCSDV and member programs.
4. Community and Public Relations
- a. Acts as spokesperson to publicly promote the activities of KCSDV, its member programs, and goals, including by providing testimony at state and federal legislative bodies, and delivering keynote speeches and presentations.
 - b. Develops and maintains sound working relationships and cooperative arrangements with state agencies and their leaders, community leaders, groups, organizations, funders, and donors.
 - c. Develops and maintains open communication and supportive working relationships with member programs to enhance their ability to deliver effective services to survivors throughout the state.
5. Human Resources Planning and Management
- a. Oversees the coaching and mentoring of staff, as needed, to ensure staff possess the skill sets needed to successfully complete their duties and responsibilities.
 - b. Oversees recruitment, employment, and release of paid staff, consultants, and volunteers.
 - c. Oversees the development of job descriptions, implementation of regular performance evaluations, and ensures that sound human resource practices are in place.
 - d. Leads an effective senior staff team, ensuring appropriate succession planning efforts are in place.
 - e. Encourages and promotes staff and volunteer development and educational opportunities.
 - f. Determines staffing patterns necessary to accomplish the work of the organization.
 - g. Maintains a climate which attracts, retains, and motivates diverse and quality staff.

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Minimum Requirements:

A minimum of a baccalaureate degree is required; an advanced degree in relevant field is preferred or significant and relevant life experience.

Knowledge, Skills and Abilities Needed:

- Knowledge of legislative, legal, policy, and practical day-to-day issues affecting domestic and sexual violence victims and survivors at the local, state, and federal level.
- Experience in supervision, fiscal management, grantsmanship, public relations, cultural diversity, networking, board development, organizational sustainability, and government relations.
- Experience in budget development and management.
- Experience with grant researching, writing, implementation, management, evaluation, and budgeting.
- Experience in nonprofit organization operations, preferably a membership organization and/or an organization that provides services to individuals affected by domestic and/or sexual violence from both rural and urban areas.
- Knowledge of regulations, laws, and policies relative to employer/employee relationships, staff and volunteer liability, and non-profit organizations.
- Experience in strategic planning development, implementation, and evaluation.
- Knowledge of Kansas Legislative processes and how to work within legislative guidelines.
- Strong team building and leadership and interpersonal skills.
- Public speaking skills and ability to inspire others and communicate effectively with a variety of internal and external audiences.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

Work Hours

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Some evening and weekend work may be required as job duties demand.

Travel

Occasional travel throughout the state of Kansas to perform leadership duties, and meetings. Annual travel to national conference, as budget allows.

Benefits and Salary Range

Health, dental, life, and long-term, short-term disability insurance, 125 plan, and retirement fund contribution. \$90,000 to \$100,000, depending on experience.

KCSDV is an equal opportunity employer. KCSDV does not consider race, color, religion, gender identity, sex, national origin, age, disability, veteran status, sexual orientation, or marital status in employment decisions. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.