

	S.A.F.E. Place Job Description for: CHIEF EXECUTIVE OFFICER			
	Classification:	Administration	Supervisor:	Board of Directors
	Hours:	Full-time	Revision #:	0
	FLSA Status:	Exempt	Date Revised:	November 2018
	Starting Pay:	\$70,000 - \$80,000	Approved By:	

1 SUMMARY/OBJECTIVE

This position provides primary leadership of S.A.F.E. Place and reports to the S.A.F.E. Place Board of Directors. The Chief Executive Officer is accountable for leading S.A.F.E. Place in a manner that supports and guides the organization’s mission, as defined by the Board of Directors. Key responsibilities include: public relations, policy advocacy, and community education; major funding strategy and fiscal management; strategic plan of the organization; oversight of staff; and effective board governance.

2 ESSENTIAL FUNCTIONS

2.1 Community Relationships

Serves as the lead public representative for S.A.F.E. Place events, media, major fundraising, and public relations activities

- A. Cultivates and maintains relationships with individual, corporate, and foundation donors, funders, and volunteers
- B. Speaks publicly as the primary organization spokesperson about the mission of S.A.F.E. Place and its impact in the community
- C. Represents S.A.F.E. Place to key policy and governmental committees, lawmakers, and community leaders on domestic violence education
- D. Nurtures positive relationships with key leaders – including state funders, grantmaking agencies, peer organizations, and community partners – to actively advance the mission and reach of S.A.F.E. Place

2.2 Organizational Strategy

Leads strategy development and execution for the organization

- A. Guides continuous strategic planning process with board and key staff and leads annual strategy update, including long-term facilities/housing strategies
- B. Leads and develops a successful, qualified, and competent team by providing effective oversight and shared vision
- C. Facilitates regular staff meetings

2.3 Financial Performance and Fund Development

Develops and oversees resources sufficient to ensure the financial health of the organization

- A. Creates funding strategies as well as short-term fundraising plans
- B. Leads the annual budget process – with input from the Board Treasurer, Finance Committee, and finance staff – for review and approval by the Board of Directors
- C. Reviews and approves all federal grant proposals and major funding requests prior to submission, assisting in writing proposals where applicable
- D. Ensures compliance with all federal, state, grant, and contractual requirements

- E. Reviews monthly income statement, balance sheet, cash flow statement, and other internal controls with the Finance Committee to ensure stable financial operations, within budget
- F. Reviews the Annual Report as a communication tool for community stakeholders

2.4 Board Governance

Partners with the Board of Directors to fulfill the organization's mission

- A. Serves as the primary organization liaison to the Board of Directors, through attendance at regularly scheduled board and committee meetings, as needed
- B. Collaborates and cultivates relationships between board members and staff, including new and prospective members
- C. Participates actively in the recruiting and partners with board members in board training

2.5 General Functions for All Employees

Adheres to policies, health and safety guidelines, and procedures

- A. Follows agency code of ethics
- B. Maintains strict confidentiality of all clients
- C. Represents SAFE Place in a professional manner within the community
- D. Attends and/or works at agency-sponsored community activities, as scheduled
- E. Participates in department training, staff retreats, and continuing education programs, as scheduled

3 COMPETENCIES

3.1 Strategic Thinking and Leadership

- A. Chooses a "big picture" view of the organization, balancing future goals, current state, and available capacity for change
- B. Takes calculated risks and defines multiple success paths based on available trends, inputs, and sector information
- C. Challenges assumptions and biases create new opportunities and to solve problems

3.2 Communication

- A. Represents SAFE Place clearly and professionally through both public speaking engagements and written communications
- B. Employs effective conflict resolution and problem-solving skills
- C. Communicates effectively and works well with individuals and groups from a variety of racial, cultural, and economic backgrounds and with a variety of religious beliefs, lifestyles, sexual orientations, ages, and abilities

3.3 Prioritization

- A. Prioritizes critical activities and accomplishes multiple tasks concurrently
- B. Stays organized while remaining flexible and adaptable to a changing environment
- C. Works effectively under pressure, in a fast-paced environment

4 LEADERSHIP RESPONSIBILITIES

This position leads the S.A.F.E. Place organization and provides oversight of staff. This position also directly supervises the Chief Operating Officer.

5 WORK ENVIRONMENT, TRAVEL, & PHYSICAL DEMANDS

This position requires frequent local, regional, and state-wide travel to support community relations and public speaking engagements. Personal vehicle usage is required, and mileage will be reimbursed per

organization policies and procedures. This position requires extensive computer, telephone, and copier/printer use, involving a significant amount of time sitting at a desk.

This position may occasionally require the ability to perform infrequent physical tasks like ascending and descending stairs, lifting and carrying objects up to 30 pounds up and down stairs, kneeling, squatting, reaching overhead, and extending outward. This position uses speech, hearing, and sight abilities to engage with clients, staff, and individuals from the community.

6 EXPECTED HOURS

This is a full-time position, involving evening and weekend work to meet job demands. This position also requires schedule flexibility to accommodate regular speaking engagements, community involvement, government education, and agency-sponsored events, training, and staff meetings.

7 EDUCATION AND EXPERIENCE

The following education and experiences are required:

- Bachelor's degree
- Experience in public speaking, strategic planning, program development, personnel leadership, fiscal leadership, and budgeting
- Successful track record with strong leadership skills

The following education and experience are preferred:

- Experience with grant writing and oversight

8 ADDITIONAL ELIGIBILITY REQUIREMENTS

The following additional elements are requirements for this position:

- Complete formal SAFE Place Crisis Intervention Domestic Violence Training program (24 training hours) within 8 months of hire date
- Submit to Criminal Background Check with satisfactory results
- Complete a drug test with satisfactory results
- Complete a TB test with satisfactory results
- Possess a valid driver's license and proof of vehicle insurance

9 OTHER DUTIES

This job description is intended to describe the general nature and level of work being performed by a person in this position. Please note it is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice, as directed by the Board of Directors.

S.A.F.E. PLACE IS AN EQUAL OPPORTUNITY EMPLOYER

We invite qualified candidates to send a cover letter and résumé via email to: cwillis0603@gmail.com

Preference will be given to applications received by January 28, 2019, though this position will remain open until filled.