To Apply: Send resume with cover letter, references, and salary requirements to hhccadv@gmail.com

Deadline: Applications received by March 30, 2015 will be given priority; however, the position will remain open until filled. Individuals that possess the required skills and abilities and who identify with the trauma related to domestic and sexual violence are strongly encouraged to apply.

Hope Haven of Cass County, Inc. is an equal opportunity employer and does not discriminate on the basis of age, race, color, age, disability, sex, sexual orientation and gender identity, national origin, veteran status or religion. Survivors are encouraged to apply.

Hope Haven of Cass County

Job Title: Executive Director

Reports to: Board of Directors

Hope Haven of Cass County, Inc. a non-profit domestic and sexual violence agency with a shelter located in Harrisonville, MO seeks a trustworthy and reliable individual to serve as Executive Director. This is a full-time, exempt position with a comprehensive benefits package. We are seeking a candidate who is dedicated, energetic, and detail oriented with the ability to thrive in a dynamic and changing environment while working with clients of diverse backgrounds.

Qualifications: This is a professional position requiring a minimum of a bachelor's degree or equivalent work experience. Candidates for this position should have proficient business management, administrative, personnel management and training skills. In-depth understanding of the issues of domestic and sexual violence and basic understanding of the Adult Abuse Act, justice system, law enforcement, and legal terminology is preferred.

This position acts as the primary spokesperson for Hope Haven to convey its mission to the Board, staff, donors, policy makers, and other key constituents in a clear and concise manner. Applicants should possess oral and written communication skills suitable for media, presentations and written publications for internal and external distribution. Networking skills, grant writing and demonstrated fundraising history, including generating new revenue, is preferred. Proficiency with computer systems/applications, including but not limited to Microsoft Office (Word, Excel, and PowerPoint) is required.

Applicant should demonstrate exceptional interpersonal skills, strong team building and leadership skills. Applicants must be organized and demonstrate the ability to prioritize and multi-task and have disciplined time management skills. Critical analytical skills and being a strong listener are crucial to understanding the political, social, financial, and external issues affecting our clients and service providers in order to foresee and interpret the changing needs of those the shelter serves. This position requires applicants to work effectively with a Board of Directors and requires sustained success in planning, organizing, and implementation of strategic initiatives.

Applicants must have a flexible schedule, be willing to travel as needed, have a valid driver’s license, pass a criminal background check, and have the ability to lift up to 25 lbs. Salary commensurate with experience.
**Duties and Responsibilities:** The Executive Director is responsible for the leadership and overall administration of the 24 hour shelters objectives, services, and initiatives while ensuring achievement of long and short-term strategic and financial goals. Under the supervision of the Board of Directors, the Executive Director’s responsibilities include, but are not limited to: Personnel, Finance, and Operations as well as other duties as assigned.

**FINANCE**
- Prepares annual budget and presents to Board for discussion and approval
- Secure funding from various sources by writing and renewing federal and private grants
- Develops and maintains sound financial practices
- Demonstrate knowledge and ability in budgeting, fundraising and public advocacy
- Demonstrate high integrity and fiduciary responsibility in managing resources
- Ensure compliance with state and federal IRS requirements by keeping appropriate records
- Work with an auditor for annual financial audit
- Strengthens and diversifies the organization’s funding sources

**PERSONNEL**
- Managing and directing all operations, programs and activities of the organization
- Responsible for hiring, terminating, developing and evaluating staff and volunteers
- Support and maintain a work environment that encourages appropriate and respectful behavior, equality, and diversity
- Leads and supervises an effective management team
- Performs annual performance evaluations and evaluates job descriptions
- Ensures compliance with laws and regulations governing employment practices and with policies and practices established by the Board

**OPERATIONS**
- Ensure confidentiality of clients
- Maintains cooperative relations with key partners including, but not limited to: other non-profit entities with similar purposes such as MOCSA and MCADSV, regional and local community partners, donors, school districts, and government agencies
- Participate in meetings with local and regional organizations and agencies and attend local and regional workshops as appropriate
- Establish, maintain, and cultivate relations with donors, foundations and other key stakeholders
- Promote and maintain public relations to increase visibility and a positive image
- Oversee internal and external communication including, but not limited to newspapers, social media, promotional materials, Hope Haven website, Board members, volunteers and donors
- Inform the Board of current trends, issues, problems, and activities in the organization and all influencing factors
• Presents written monthly Director’s report to the Board of Directors and support various committees as requested
• Maintain regular communication with committee chairpersons and other officers; ensuring all items requiring Board approval are presented in a timely manner.
• Work with the Board to establish the organization’s short and long-term organization goals
• Identifies overall resource development goals and fundraising plans
• Conduct periodic shelter needs assessment and post the results as donation requests on Hope Haven’s website and social media sites such as Facebook and Twitter.

**Disclaimer:** This job description is intended to give an insight into the major responsibilities of the Executive Director at a given point in time. This position is dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship between the applicant and Hope Haven of Cass County, Inc.