Nevada Coalition Against Sexual Violence

Position Description

Job Title: Executive Director
Salary: $40,000 - $55,000 DOE
Work Status: Full Time/Exempt, schedule may vary to meet job demands, overnight travel required.
Reports to: Board of Directors Executive Committee

The Executive Director is responsible for the overall operations of the organization, including staff supervision, program oversight; grant management, fundraising, and fiscal management. The Executive Director is accountable to the Board of Directors, and reports to and receives direction from the Board Executive Committee. In conformance with established policies and procedures, the Executive Director is responsible for the daily operation of the Nevada Coalition Against Sexual Violence and for developing objectives and the specific programs necessary to achieve them. The Executive Director coordinates all Coalition activities, evaluates operations to determine their adequacy, and recommends changes as appropriate. The Executive Director is also responsible for collaborating with the Board of Directors to ensure the financial stability of the organization, creating and carrying out strategies to enhance the Coalition’s image, cultivating opportunities for organizational development, and overseeing organizational strategic planning.

Qualifications:

- Administrative and management experience including staff supervision, grant writing, fundraising, budgeting and non-profit administration and development.
- Experience should reflect a commitment to women’s issues and an understanding of issues related to sexual violence.
- Experience in coalition building, relationship building with underserved populations (marginalized communities), public speaking, and public policy development.
- Understanding of sexual violence issues and commitment to best practices and current research in the field.
- Ability and willingness to work with all types of people from a variety of backgrounds and experiences, demonstrating understanding of the intersection of oppressions and its connection to sexual violence.
- Accept and abide by the mission and philosophy of NCASV.
- Must possess a valid driver’s license, insurance, and reliable vehicle.
Position Duties and Responsibilities:

Strategic Planning:
- Implement the mission and core values of the Coalition within the spectrum of job responsibilities.
- Administer daily coalition affairs.
- Guide Board of Directors, Staff, and Membership in meeting Coalition goals and objectives.
- Develop Annual Plan to implement Strategic Plan.
- Review Coalition by-laws, policies, and procedures annually for compliance.

Financial Management:
- Develop annual budget and financial goals with Finance Committee and Financial Coordinator.
- Develop program budgets, and present annual budget and subsequent monitoring suggestions to the Board of Directors.
- Maintain central fiscal records and files for audit. Arrange for annual audit with Finance Committee.
- Monitor budget and financial reports and assess on a quarterly basis with Finance Committee.
- Coordinate monthly Finance Committee meetings with Treasurer.
- Submit monthly financial reports to the Finance Committee.

Fund Development:
- Work with Board and staff to develop and execute short and long term funding strategies to diversify funding and ensure the financial stability of the Coalition.
- Maintain existing grants from the U.S. Office on Violence Against Women. This includes preparing grant project proposals, assuring required reporting is satisfied, preparing and submitting final reports, and assisting project coordinators in objective compliance.
- Collect, disburse, and accurately account for all funds raised.
- Maintain contact with relevant organizations and government agencies and attend pertinent meetings regarding funding.
- Share grant, fundraising, and budget commitments and considerations with staff and Board.

Board Development:
- Coordinate all communications with Board of Directors, prepare and present necessary program and financial reports to the Board of Directors.
- Attend monthly Board meetings.
- Assist with coordination of Board and committee training and development.
- Provide staff support to committees.
- Act as liaison between Board and staff.

Program Development:
- Develop and strengthen Coalition services and programs.
- Expand NCASV technical assistance, services, and meet the emerging and changing needs to the state in relation to sexual assault prevention, intervention, and education.
• Monitor compliance of program with Strategic Plan and funding resources.
• Maintain current statistics and system for tracking Coalition activities and services.
• Create and distribute annual report.
• Direct planning process for statewide conference.

Personnel Management:
• Organize the process for hiring of staff, following Coalition hiring procedures.
• Prepare job descriptions for approval by the Executive Committee.
• Manage performance and completion of job responsibilities of staff.
• Evaluate staff on an annual basis and at the end of probationary period.
• Assist staff in the development and implementation of annual work plans to meet program goals and execute the Coalition’s mission, values, and strategic plan.
• Monitor and implement personnel policies.
• Evaluate staff benefits and make proposals to Executive Committee for Board approval.
• Develop ongoing training and professional development plan for staff.
• Manage contracts with independent consultants.

Marketing and Communications:
• Serve as the Coalition’s lead spokesperson with the media.
• Network and act as liaison for the Coalition and sexual assault service providers with community and statewide agencies, other coalitions, legislature, and funders.
• Maintain effective communications plan for the Coalition and its programs.

Executive Director performs other duties as assigned by the Board of Directors.

Required Skills:
• Demonstrated ability to develop collaborative relationships.
• Proven success in developing and implementing strategic and operational plans.
• Working knowledge of nonprofit fiscal management, including budgets and financial statements.
• Supervision and leadership skills within a working environment that prioritizes respect and equality.
• Ability to develop an annual fundraising plan and lead Board of Directors and Staff in its implementation.
• Experience with program development, implementation, and evaluation.
• Demonstrated ability in public speaking, written and oral communications, and interpersonal relations.

Preferred Skills:
• Knowledge of, and experience with, victim services issues in Nevada.
• Familiarity with Nevada funding agencies and state governing boards in the victim services field.
• Thorough understanding of state coalition structure, objectives, and funding process.
• Experience working with state and/or federal resources.
• Possess a minimum of a bachelor’s degree with two years of staff management or; the equivalence of work experience in the related field.
• Proven grant writing and grant management experience.
• Experience with project management.
• Public speaking experience and training experience.
• Embrace opportunities to working toward a collective goal with diverse groups and professions.
• A state and federal background check are required.

To Apply: This position will remain open until filled. Due to the seasonal interruptions of the Christmas holidays, the Board of Directors have expanded the application window for interested parties to: **January 31, 2014**

**Please send by mail, fax, or email:** a 1-2 page chronological resume and 1-2 page cover letter explaining (1) what experience, skills, and personal attributes qualify you for this position; (2) why the mission and work of Nevada Coalition Against Sexual Violence appeals to you; and (3) why the Executive Director at NCASV is the right next step for you in your career.

**Send To:** NCASV Executive Committee
PO Box 12877
Reno, NV 89510

Fax: (775) 784-8083
Email: [HR@NCASV.org](mailto:HR@NCASV.org)

**Relocation:** Not Available