Executive Director
Position Description

Utah Domestic Violence Coalition Mission: To create a State where domestic violence is intolerable

Utah Domestic Violence Coalition Vision: The Utah Domestic Violence Coalition envisions a world where everyone lives free from fear.

The Agency:
The Utah Domestic Violence Coalition, a private not for profit 501 (3) (c) and the federally recognized state Coalition against Domestic Violence, seeks to appoint a new, full time Executive Director.

State Domestic Violence Coalitions improve domestic violence intervention and prevention in their States. They ensure coordinated, best-practice solutions are implemented and sustained, and are the “go-to” organizations for any questions about services or emerging issues in your States.

Coalitions are membership organizations whose local domestic violence services programs are key members. Coalitions build on the strength of local community programs and identify and address statewide needs.

The Role:
The Executive Director represents the organization at a local, statewide and national level to ensure that the needs of victims and their families are identified and met; and that victim safety is addressed and prioritized. The Executive Director guides and coordinates the activities of the Utah Domestic Violence Coalition and its staff to establish and leverage statewide tactical partnerships; to provide exceptional services to programs serving victims; and to create a position of influence necessary to effectively convey the voice of victims and their families so they may be better served.

The Executive Director is responsible for the organization’s consistent achievement of its mission, overall strategic and operational goals, staff, programs, expansion, financial and development objectives. The Executive Director is expected to:

Organizational Responsibilities:

- Ensure that the Utah Domestic Violence Coalition continues to develop and implement a strategic plan, which achieves it mission, and towards which it makes consistent and timely progress
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board
- Compile and maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Possess and maintain a working knowledge of significant developments and trends in the domestic violence field.
- Lead the Utah Domestic Violence Coalition in concert with its internalized and longstanding goals and objectives pertaining to inclusiveness and diversity.
- Demonstrate a real working knowledge of the uniqueness and complexities of a state wide Coalition of local organizations.

Communications:

- Ensure that the Board of Directors is kept fully informed of the ongoing financial, programmatic and administrative affairs of the Utah Domestic Violence Coalition and all important factors which may influence the organization.
- Publicize the activities of the Utah Domestic Violence Coalition, its programs, goals and achievements
- Establish sound working relationships and cooperative arrangements with community groups, organizations and donors.
- Represent the programs and position of the Utah Domestic Violence Coalition to agencies, organization, public officials and the general public.
- Establish and maintain supportive working relationships with member programs in order to enhance their ability to deliver effective services to survivors of domestic abuse in Utah
- Establish and maintain outreach, awareness, marketing and branding activities for the Utah Domestic Violence Coalition in conjunction with the Board of Directors.

Finance & Budget:

- Responsible for developing and maintaining sound financial practices
Work with staff, finance committee and the Board of Directors to prepare a budget, ensuring that the Utah Domestic Violence Coalition operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to conduct its work.

Conduct official correspondence and execute necessary legal documents in conjunction with the Chair of the Board and Officers of the Board of Directors.

**Staff Leadership:**

- Responsible for the recruitment, employment, and release of all personnel – paid staff, consultants and volunteers.

- Ensure that job descriptions are developed, that a supportive supervisory system is in place, that regular performance evaluations are held and that sound human resource practices are in place.

- Create an environment where an effective senior management team, with appropriate provision for succession, is in place.

- Promote active and broad participation by volunteers in all areas of the Utah Domestic Violence Coalition.

- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

- Maintain a climate which attracts, keeps and motivate a diverse staff of top quality people.

**Fund and Resource Development:**

- Oversee the expansion and diversification of financial support from individuals, foundations, corporations and the public sector.

- Develop, implement, and evaluate development plans to include major donors, annual giving, planned giving and investments for the organization.

- Creatively organize and motivate the Utah Domestic Violence Coalition Board of Directors to maximize their fund raising opportunities.

- Seek additional opportunities for government grants, foundation grants and corporate initiatives.

- Maintain relationships with public and private sector funders while identifying and building relationships with potential funders.

**Salary and Benefits**

The UDVC Executive Director is a full-time FLSA Exempt Position and is supervised by the Board of Directors. The salary is negotiable depending on experience plus benefits and signing bonus; the post is located in Salt Lake City although the role will require regular travel both within the state and the country.

*The Utah Domestic Violence Coalition operates in a framework of social justice, educating and advocating for policies that are inclusive, compassionate and affirming of the rights of victims and their children. It is expected that all staff members will individually commit to increase their personal capacity to foster an inclusive and culturally sensitive environment that is a critical foundation to our work.*

To apply for this position please send resume with covering letter to admin@udvc.org by 5pm on Tuesday, March 31st, 2015 or deliver to 205 North, 400 West Salt Lake City, Utah 84103. All mailed resumes must also reach us by 5pm on Tuesday, March 31st, 2015 to be considered.