

## **Job Description: EXECUTIVE DIRECTOR**

**Job Title: EXECUTIVE DIRECTOR**

**Direct Supervisor: SAFE San Juans BOARD OF DIRECTORS**

**Classification: EXEMPT**

The *Executive Director* is responsible for the day-to-day oversight of core agency functions through active management, facilitating the operations, program compliance, and implementation of the WA State and local policies that govern DV / SA services.

### **Full Range of Responsibilities**

- **Regarding Agency Staff:**
  - The hiring, disciplining and termination of all employees
  - Conduct employee evaluations in cooperation with Advocate Manager
- **Regarding Direct Supervision:**
  - Fiscal Management & Fiscal Reporting
  - Oversight of Fiscal Manager
  - Create annual budget in cooperation with the Board
  - Manage existing grants & monitor compliance
  - Develop & acquire new agency funding sources in collaboration w/the Fund Development Committee
  - Supervise Advocate Manager;
    - Directly supervises all direct service providers
  - Supervise Volunteer Coordinator
    - Volunteer assignments
  - Supervise Sub-contractors
    - Contractual agreements
- **Program Design & Direction:**
  - Supervise the development & facilitation of DV / SA services
  - Coordinate community outreach education & prevention programs
  - Create, evaluate & implement, in cooperation with the Board, policies for personnel and general operations
  - Conduct regular evaluations of programs & services
  - Foster, and empower staff to engage in, community collaborations
- **Regarding Agency & Program Reviews:**
  - SA Accreditation
  - DV - DSHS: Site reviews

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### Qualifications

- Master's Degree or equivalent experience
- Minimum of 6 years management experience
- Minimum of 3 years direct client service in DV/SA agency
- Completion of the following trainings:
  - 42 hours of initial Washington State domestic violence & sexual assault training
  - *Annual completion* of 12 hours sexual assault training
  - *Annual completion* of 30 hours domestic violence training

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*It is the policy of SAFE San Juans to assure that no individual be excluded from employment opportunities on the basis of race, color, national origin, ethnicity, gender, sexual orientation, age, religion, social/economic status, marital status, pregnancy, veteran status, disability, or any basis prohibited by federal, state or local law.*

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