



Position Title: Executive Director

5-1-2017

Reports To: Board of Directors

Classification: Exempt

POSITION DESCRIPTION

The Executive Director of Family Abuse Services of Alamance County serves as general administrative officer of the agency and represents the agency to the community and reports to the Board of Directors. This position serves as professional advisor to the Board of Directors, implements effectively all policies adopted by the Board of Directors and oversees the operations of the agency. Family Abuse Services of Alamance County, located within the Family Justice Center, is tasked with planning and coordinating domestic and intimate partner violence services and prevention education across Alamance County, North Carolina. Under the general direction of the Board, the Executive Director provides direction and supervises staff to support a variety of programs, including survivor advocacy, crisis line response, emergency shelter, transitional housing, lethality assessment program, supervised visitation and prevention education. The Executive Director manages agency resources and develops opportunities for growth and advancement.

For more information about Family Abuse Services of Alamance County, please visit:

<https://www.familyabuseservices.org/>

For more information about the Family Justice Center of Alamance County, please visit:

<https://www.alamance-nc.com/fjc/>



A United Way Agency Partner





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QUALIFICATIONS

Education and Experience:

- Master's Degree preferred, or at minimum a Bachelor's Degree from an accredited college, preferably in human services, community development, social welfare, public administration or social work.
AND
- Three years of advanced professional program management experience. Advanced professional program management experience includes responsibility for planning, development, delivery, and operation of programs or systems; budget development and fiscal management; program needs assessment and evaluation; strategic planning; development of regulations; coordination with program stakeholders; and supervision of professional staff.

Substitution: Additional advanced professional program management experience may be substituted for the bachelor's degree (3 semester hours or 4 quarter hours equals one month of work experience).

Knowledge, Skills, and Abilities:

- Excellent written and verbal communications; the ability to cross-communicate among diverse groups and facilitate problem resolutions.
- Solid understanding of the root causes, dynamics and prevention strategies for intimate partner violence, including empowerment-based advocacy and trauma informed approaches.
- Solid understanding of primary prevention principles and evidence-based prevention strategies for eliminating domestic and intimate partner violence.
- An ability to lead people toward meeting the organization's vision, mission, and strategic goals.
- The ability to work with other agencies, departments, tribes and organizations at the local, state and national levels to achieve common goals.
- Demonstrated ability to use evidence-based or evidence-informed programs, systems and ideas to achieve the mission and goals of the organization.
- The ability to manage human, financial, and information resources, especially during times of fiscal cuts or reductions.
- Experience effectively maintaining a healthy work environment for staff that encourages professionalism, respect, equality, diversity, and continuous improvement.
- Ability to manage large state and federal grant programs, including writing applications and developing annual reports.
- Visionary leadership background and skills, including the ability to help guide other organizations and implement conflict resolution if needed.
- Working knowledge of basic applicable technology (financial and database management, Microsoft Office, etc.)





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CORE RESPONSIBILITIES

Planning, Monitoring, and Evaluation:

- Together with the Board of Directors, develop Family Abuse Services' strategic plan; oversee its implementation through daily functions and programs
- Review, monitor, and make changes to current and projected program and agency policies, procedures, practices, and operations of Family Abuse Services
- Oversee the development and implementation of a standardized data collection system on domestic violence, crisis intervention and prevention effects
- Develop and implement outcome measures to ensure the efficacy of Family Abuse Services' programs
- Develop, implement, maintain and monitor domestic violence, sexual assault, crisis intervention and prevention grant programs, including budget management and communication with grant organizations
- Monitor emerging research and data for evolving, promising, and best practices for potential incorporation into Family Abuse Services programs

Collaboration:

- Advocate for culture change within the larger community, participate on relevant community committees and task forces within Alamance County and convene, when needed, collaborative working groups and task forces for project specific initiatives
- Maintain excellent collaborative community relationships and ensure the coordination of program services with many partners across Alamance County
- Ensure attendance at the following community and state council meetings: North Carolina Coalition Against Domestic Violence, the Council for Women, and the United Way, among others

Supervision:

- Identify necessary staffing requirements
- Oversee the development of job descriptions and conduct hiring according to Board approved policies and procedures
- Approve work priorities, set performance expectations and delegate appropriately
- Oversee and evaluate the individual work performance of employees

- Coordinate and/or oversee the implementation of individual staff, program and agency professional development and training
- Oversee the development, implementation and reporting of federal, state, local and private grant applications
- Maintain professional competency by participating in continuing education and professional growth experiences such as reviewing publications, establishing network and participating in societies/organizations



P.O. Box 2192 • Burlington, North Carolina 27216

336.226.5982 • Fax 336.226.7303

Hispanic Outreach: 336.228.9040 • 24 Hour Crisis Line: 336.226.5985

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Training and Technical Assistance:

- Provide technical assistance as requested by local agencies and community groups
- Oversee the development and implementation of educational programs, social norms marketing campaigns, and school curricula related to domestic and sexual violence
- Consult with various community health partners on the formulation of standards and procedures for the delivery of services to victims of domestic violence by health care facilities and personnel
- Consult with local law enforcement and police training programs to develop training programs regarding domestic violence for police officers, and for correction, probation, and parole officers.

Fiscal Management & Fundraising:

- Develop Family Abuse Services' annual spending plan with oversight from the Board
- Provide overall financial management, including compliance with policies and procedures, and approval of expenditures
- Review audits and fiscal monitoring reports and adjust programs and procedures accordingly
- Works with the Board of Directors to plan, organize, implement and evaluate fundraising initiatives

Other duties as necessary and assigned by the Board of Directors.

Special Conditions:

Flexible working hours and occasional travel.

Applicant Instructions:

Please email your resume or CV, cover letter and three references to: jobs@familyabuseservices.org

