



## 2008 SAVA Center Executive Director Announcement Posting

**The Sexual Assault Victim Advocate (SAVA) Center, Larimer County's Rape Crisis Center, seeks an Executive Director to provide leadership, management, fundraising, and visioning for this growing organization.**

**Mission:** To support all people affected by sexual assault and reduce sexual violence in Larimer County through education.

### **Purpose**

To provide a safe, confidential, and supportive environment for women and men who have been affected by sexual assault to begin their healing journeys while empowering our community members to speak out and not tolerate sexual violence.

The SAVA Center is an organization committed to empowering women and men to end sexual violence and supporting those who have been affected by sexual assault. Through SAVA's Youth Empowerment Series and outreach programs, SAVA creates an environment that raises awareness of sexual assault and the roots of violence, empowers youth to speak out against injustices, and develops skills in the participants to make a difference. The SAVA Center staffs a 24-Hour Rape Crisis Hotline, provides crisis intervention, advocacy, and support through direct service programs. The SAVA Center also provides long-term, sexual-assault specific individual and group therapy to survivors and their loved ones.

The current budget is approximately \$250,000 serving over 450 survivors and providing outreach and education to over 1,500 community members in 2007.

The SAVA Center operates with 6 FTE year round staff (including the ED) and 2-8 additional contract staff and interns hired to assist with program implementation. Volunteers assist with much of the behind the scenes work for the SAVA Center including staffing the 24-hour Rape Crisis Hotline. The board of directors is working toward 7 members by year end 2008, with 5 current members.

**General Statement of Duties:** The Executive Director is the chief executive officer of the SAVA Center, reporting directly to the board of directors and is responsible for providing leadership and oversight for the design, development, analysis, evaluation and implementation of the policies, goals and priorities set by its Board of Directors.

**Reporting Relationships:** Report directly to the Board of Directors

**Supervisory Duties Required:** Provide administrative and debriefing supervision to paid and unpaid agency staff

## **PRIMARY/ESSENTIAL JOB FUNCTIONS:**

### **Board Relationships**

Serve as the staff liaison to the Board of Directors, cultivate relationships with board of directors. Provide director reports, program reports, vision for organization, staff feedback, program needs, and industry trends to the Board of Directors

### **Fiscal Management**

- Help develop and recommend the annual budget for Board approval and ensure the SAVA Center operates within budget guidelines
- Work with accountant to report to the Board on financial status of the agency
- Ensure cost-effective procurement and allocation of agency resources
- Oversee preparation of financial information for audits and financial reports
- Carry out all fiduciary responsibilities as required by the law and SAVA Center's funding sources

### **Resource Development**

With the Board, develop and implement a comprehensive annual fundraising plan that includes individuals, corporations, foundations, local, state, and federal funders

- Performs an active fundraising role, including participating in direct solicitations and cultivation opportunities
- Develop and secure governmental and private sector funding including grant research, writing and submitting monthly/quarterly/annual accountability reports and cash draw down reports
- Host regular events to connect the SAVA Center with the local community. i.e. tours and presentations to foundations, individuals, businesses and service clubs
- Oversee fundraising events that help generate awareness about the SAVA Center in the community.
- Supports community outreach activities by attending programs, events, workshops

### **Programmatic Leadership**

Oversee program directors' duties and assist them in meeting their responsibilities in all program areas

- Ensure the highest possible quality programming
- Monitor and improve existing programs and identify new programs, as appropriate, ensuring they fit within the mission and resources, and meet the needs of program participants
- Oversee data collection systems
- Study new trends in victim/survivor service delivery and prevention and implement programmatic changes as appropriate
- Initiates partnerships, collaborations, and referral relationships with other organizations

- **Provide non-therapeutic crisis intervention to clients when needed**
- **Assists in delivering programs**

**Communications & Marketing:**

Oversees marketing for the organization working closely with the Development Coordinator and Communication Committee

- Serve as an effective spokesperson for the SAVA Center
- Work with the Communications Committee to enhance the public image of the SAVA Center through creation of high-visibility, effective, and positive public images of the SAVA Center and its work
- Increase public knowledge of sexual violence and how to access services
- Develop and implement outreach campaigns
- Create promotional materials regarding the SAVA Center and its services
- Attend interdisciplinary, interagency meetings to increase the SAVA Center's presence

**Personnel Administration:**

- Participate in staff recruitment, training, evaluation and when necessary release of employees, volunteers, interns and seasonal employees
- Ensure job descriptions are developed, performance evaluations are held at least annually, and policies and procedures are implemented
- Create a culture of collaboration, empowerment, and support within the organization
- Ensure filing of all legal and regulatory documents. Monitor compliance with relevant laws and regulations
- Implement all Board-directed policies
- Provide the link between board of directors and staff, volunteers and interns.
- Create staff training opportunities for all staff, working closely with Program Directors for staff training design
- Conduct weekly and bimonthly staff meetings and trainings with staff

**Office Operations and Management:**

- Oversee the use and care of office space and all equipment
- Ensure that appropriate maintenance, security, and improvement of office facilities are carried out

\*Others duties as assigned

**Qualifications:**

The Executive Director will possess the traits common to all effective senior managers, including strong skills in the areas of leadership, team building, problem solving, organization, and communication. Candidates will also:

- Posses a working knowledge of advocacy and sexual assault and be committed to the mission of the SAVA Center
- Professional experience as a leader in a nonprofit organization and maintain the balance of running a non-profit organization
- Thoughtful, strategic and visionary leader that is capable to grow and strengthen a maturing organization
- Fundraising experience, including high level involvement with foundations, corporations, and major donors.
- Experience with grant writing
- Marketing experience
- Experience with building relationships with community groups, systems-based agencies, educational institutions, etc.
- A high level of financial literacy, good business judgment and entrepreneurial instincts
- Management skills and experience in overseeing and providing direction for a professional staff
- Strong facilitation skills in working with both youth and adults in a variety of settings
- Strong understanding of the roots of violence and oppression and the impact sexual assault has on our community
- Excellent organizational skills
- Ability to take on projects and delegate when necessary
- Able to translate goals into action in a cost-effective manner
- Excellent oral and written communication skills
- Proficient in Microsoft Office software including Word, Excel, and Internet Explorer, e-mail applications, and web browsers
- Bi-lingual preferred
- Bachelor degree minimum

Salary and Benefits: Commensurate with experience

**Application Process:**

Send cover letter addressing your perspective on sexual violence, resume with three references, and a 1 page writing sample to Lisa Chandler at: [lisa@savacenter.org](mailto:lisa@savacenter.org) or 331 South Meldrum, Fort Collins, CO 80521

Closing Date for applications is **May 26<sup>th</sup>, 2008**

Phone interviews will begin the week of **May 27<sup>th</sup>, 2008**