



NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

Job Title: Executive Director

Status: Full Time, Exempt

Reports to: Board of Directors

Positions Supervised: Bilingual Administrative
Coordinator Capacity Building
Director
Fiscal
Manager
Legal
Director
Service Enhancement Director

Job Summary:

The Executive Director is responsible for the overall administration of the Coalition within the parameters established by the Board of Directors (“BOD”); provides leadership and management to achieve the goals of the Coalition; works to maintain diverse funding and resources, ensuring adequate funds are available to uphold the Coalition’s mission, vision, and values; and serves as the primary liaison between the BOD, Coalition team members, donors, Network of Member Programs, Allied member programs, and funders.

The work of the Executive Director and Coalition is based upon a strong anti-oppression framework, incorporating primary prevention strategies, grassroots activism, cultural humility, social change, and social justice into all efforts.

The Executive Director fosters a culture of respect, dignity and autonomy of survivors through prevention and advocacy strategies. These strategies support the capacity building of Coalition team members, Network of Programs and other entities addressing domestic violence, sexual assault, human trafficking, stalking and prevention/coalition building. This position also leads the efforts to grow the work of the Coalition, helping Coalition team members and Network of Member Programs address innovation and change.

This position is grant-funded, and salary will be subject to availability of appropriate funding.

I. Organizational Development and Leadership

- A. Provides leadership and manages efforts to achieve the goals of the Coalition. This position is responsible for assessing the needs of the Coalition and Network of Member Programs through a social change lens, and working with Coalition team members to develop, on an ongoing basis, a prioritized plan of action for their positions.
- B. Ensures the Coalition has adequate resources (personnel, contracts, policy, technology, etc.) and funding available to support its mission, vision, values, and goals.
- C. Guides, motivates, supervises, and maintains a highly effective, productive, and cohesive organization with leadership/technical expertise and operational skills.
- D. Embodies emotional intelligence and embraces supportive leadership, actively listening to differing viewpoints, receiving input, and communicating effectively.
- E. Commits to intentionally and actively creating a safe and positive space for Coalition team members (including team members who also identify as survivors) and encourages a healthy balance to work and personal life.
- F. Is willing to examine own privileges and connections to power and/or oppressions in order to accomplish work in a manner that is accountable.

II. Collaboration with Coalition Board of Directors

- A. Builds connection and partnership between BOD and Coalition team members.
- B. Keeps BOD informed of ongoing financial, programmatic, and administrative functions of the Coalition.
- C. Directs the preparation of the annual operating budget for recommendation and approval by BOD.
- D. Develops and implements policies as authorized by BOD.
- E. Facilitates and connects BOD to training opportunities to ensure knowledge growth in trends seen within the movement.
- F. Recruits BOD members who embrace the mission, vision, and values of the Coalition.
- G. Works with BOD to host fundraising efforts.

- H. Ensures policies, procedures, and guidelines are reviewed on an ongoing basis to meet the needs of the Coalition.

III. Budget/Finance Management

- A. Ensures adequate funds are available to permit Coalition to carry out work and conduct ongoing assessment of funding sources with respect to its needs.
- B. Establishes relationships and gains funding from a variety of funders/funding sources (individual donor, federal/state funders, foundations, and corporate).
- C. Promotes engagement of Coalition team members in budget planning.
- D. Oversees Fiscal Manager to develop, monitor, and maintain sound financial practices with knowledge of accounting systems and software.
- E. Oversees Coalition team members to ensure official records and documents are being retained and ensures compliance with federal, state, and local regulations in a timely manner.
- F. Manages grant activities to ensure grant (federal, state and local) requirements are met (programmatic and financial).
- G. Facilitates grant applications to funding sources that support the Coalition's capacity building services, as well as submitting reports to funders.

IV. Staff Leadership

- A. Recruits, hires, supervises, and terminates Coalition staff.
- B. Develops and implements staffing patterns that optimize program efficiency.
- C. Ensures job descriptions are developed, regular performance evaluations are conducted, and sound human resource practices are in place that embrace Coalition values.
- D. Creates an environment conducive to high employee morale.
- E. Maintains a climate that attracts and motivates a diverse staff of top-quality people.
- F. Collaborates with Coalition team members and/or Network Program Directors to create opportunities for development.

V. Capacity Building Support to Nebraska's Network of Member Programs and Allied Organizations

- A. Maintains a working knowledge of current and significant developments in domestic violence, sexual assault, stalking, human trafficking, prevention and intervention, anti-oppression, and racial equity.
- B. Establishes and maintains partnerships with movement leaders statewide to develop opportunities of growth for Coalition and Network of Member Programs.
- C. Grows and develops ongoing Allied and Network Membership to the Coalition.
- D. Demonstrates expertise in the uniqueness and complexities of a statewide coalition of member organizations.
- E. Supports efforts to assess Coalition Network of Member Programs' needs, areas of growth, areas of resistance, etc. to inform technical assistance and development.
- F. Leads efforts within the Coalition and Network leadership related to social change, addressing oppression, creating anti-discriminatory policies and practices, and creating meaningful and valued leadership opportunities for advocates from diverse and/or marginalized communities.

VI. Communications and Public Relations

- A. Possesses ability to analyze laws and policies to advocate for effective local, state, and federal policy.
- B. Maintains ongoing collaborative relationships with local, statewide, and national domestic and sexual violence organizations.
- C. Builds and maintains relationships with key policy makers to impact law and policy on the local, state, and national level.
- D. Promotes policies that support the safety and well-being of survivors and ensure that domestic and sexual violence programs continue to provide quality, appropriate, and timely services.
- E. Ensures promotion of the activities of the Coalition, its programs, and goals.

VII. Qualifications

1. Bachelor's degree in a related field.
2. Minimum of five years operational experience leading a nonprofit organization (mid to larger size budget of \$1M or larger) and managing employees.
3. Demonstrates knowledge or ability to understand domestic violence, sexual assault, human trafficking, stalking, and prevention/intervention issues, as well as laws in these areas.
4. Demonstrates strong analytic and strategic-thinking skills and ability to create and monitor complex plans and build them into strategies in a fast-moving, constantly changing environment.
5. Experience in staff supervision of high-level, fast-paced team members and ability to center the professional ethics of positions such as social workers, attorneys, therapists, etc.
6. Commitment to primary prevention, social change, and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
7. Demonstrates public speaking at large scale events and clear communication skills on complex topics.
8. Clear and concise writing skills and experience in the development of informational materials.
9. Ability to develop, lead and manage complex projects and initiatives, while having the ability to navigate ambiguity.
10. Experience with grant management, implementation, and reporting.
11. Access to own transportation and willingness to travel throughout Nebraska independently, including rural areas, and occasionally out of state.
12. Flexibility in scheduling, including overnight stays and extended days.
13. Working knowledge of computer systems and office software.
14. Experience, understanding, and commitment to advocating both individually and systemically, on behalf of survivors of domestic violence, sexual assault, human trafficking, and stalking, including adherence to the Coalition's mission statement and values.