

# Safe Haven Ministries

## Position Description

<b>Title:</b>	<b>Executive Director</b>
<b>Type:</b>	<b>Exempt</b>
<b>Status:</b>	<b>Full-time</b>
<b>Immediate Supervisor:</b>	<b>Safe Haven Ministries Board of Directors</b>
<b>Supervisory Responsibilities to:</b>	<b>All Program Managers, Office Staff, Director of Development</b>

### **Job Summary:**

Responsible for:

- Developing and managing all program activities of the agency in accordance with its stated purpose and within the general policies as formulated by the Board of Directors
- Appropriately using the agency's financial resources, staff and volunteers in providing overall direction, leadership and coordination of activities
- Assuring that the mission and vision of the agency are carried out in its daily operations

The mission of Safe Haven Ministries – Motivated by Christ's love, our mission is to end domestic abuse.

### **Duties and Responsibilities:**

#### Program and Service Delivery

- a. Develop programs and services that reflect the strategic direction for the ministry
- b. Establish goals and objectives for each program and service
- c. Implement an effective and cohesive management system to achieve these goals and objectives
- d. Assure that all required licenses are obtained and kept current related to the organization's safe house
- e. Develop procedures for assessing Safe Haven Ministries' effectiveness in assisting women and children to develop independence skills and stop the cycle of abuse
- f. Assure that all necessary records are maintained regarding house activities, utilization, and those required for licensure
- g. Observe professional confidentiality at all times, protect the rights of clients and their families, and ensure that confidentiality is maintained.

#### Fundraising

- a. Work collaboratively with the Fund Development Committee to assure a sound annual fundraising plan is established and implemented
- b. Work in a mutually supportive manner with the Development Director in identifying resource requirements, researching funding sources, and establishing strategies to approach funders
- c. Fully participate in fund development activities, including hosting events, making asks, authoring proposals, identifying funding sources and other tasks required by the plan

- d. Assure the appropriate management of donor and fundraising documentation
- e. Assure the appropriate management of funds raised in accordance with the wishes of the donors
- f. Assure compliance with the reporting requirements of donors.

#### Community and Public Relations

- a. Assure the organization and its mission, programs, and services are consistently presented with a strong, positive image to relevant stakeholders
- b. Provide for information, publicity and marketing designed to increase community understanding of the organization, its goals and its services.
- c. Nurture and develop collaborative relationships between Safe Haven and other congregations, agencies and groups concerned with the public welfare within the communities it serves
- d. Support board members in their communications with churches
- e. Conduct in-services/seminars within churches to enable staff and volunteers to recognize and respond to issues of abuse
- f. Maintain active involvement in the Emergency Shelter Task Force, the Kent County Domestic Violence Community Coordinated Response Team, the Michigan Coalition Against Domestic and Sexual Violence, and the Domestic Violence Prevention and Treatment Board.

#### Board Administration and Support

- a. Provide administrative support to the Board
- b. Keep the board informed about key aspects of the functioning of the organization
- c. Respond to information requests from the board
- d. Openly provide all information the board requires to conduct its governance role
- e. Act as advisor to the Board of Directors in the carrying out of its policy-making responsibility
- f. Serve as ex-officio member of all Board committees
- g. Meet regularly with the Board and the Executive Committee
- h. Positively accept and respond to direction and feedback from the Board
- i. Provide the interface between the Board and staff, assuring that information is exchanged between the two groups
- j. Support the Board's evaluation of Executive Director
- k. Oversee the translation and implementation of Board policies into effective action.

#### Financial, Tax, Risk and Facilities Management

- a. Recommend the yearly budget for Board approval
- b. Assure all financial, tax, risk and facilities requirements for the organization are fully met and executed according to current laws and regulations
- c. Develop and maintain sound financial practices, resulting in annual audits with no exceptions
- d. Practice open and timely communication about financial issues with the board
- e. Perform ongoing budget review
- f. Assure the development of monthly, annual and other periodic statements, budgets and reports
- g. Administer agency salary and benefits policy
- h. Act as the chief financial agent for the agency in assuring the proper use of budgeted funds and maintenance of sound accounting procedures to safeguard the assets of the organization
- i. Develop and present budget requests to community funding organizations
- j. Monitor contracts with other public or private organizations as authorized by the Board of Directors.

## Human Resource Management

- a. Assure the selection, supervision and evaluation of quality staff to deliver services
- b. Follow all authorized personnel policies and procedures that fully conform to current laws and regulations.
- c. See that an effective management team, with appropriate provision for succession, is in place
- d. Ensure staff orientation, training and development.

## Internal Relations

- a. Work as a member of the general Safe Haven staff team, including facilitating staff meetings
- b. Welcome constructive feedback from staff and clients and work to provide an environment of openness and compassion
- c. Conduct oneself in a manner that models professional behavior at all times

## **Qualifications:**

1. Uncommon passion and commitment to Safe Haven's mission
2. Proven leadership abilities in the management of a non-profit agency
3. Proven success in fund raising
4. Proven success in advocacy
5. Ability to guide and work with persons of diverse ages, races, cultures and economic status
6. Proficient verbal and written communication skills
7. Strong organizational skills
8. Skilled in conflict resolution and mediation
9. Competency in application software including Microsoft Office (i.e. Word, Excel) and e-mail

## **Education and Experience:**

1. Minimum of B.A. in business administration, social services or a related field
2. Five (5) years of executive leadership in a nonprofit organization
3. Two (2) years of experience in managing programs and/or services in a faith-based setting
4. Experience in domestic violence strongly preferred

## Disclaimer:

This job description is not intended, nor should it be construed to be an exhaustive test of all responsibilities, skills, efforts or working conditions of this job.