



Position Description

Executive Director

Since 1989, Rivers of Hope (ROH) has ensured that adult and youth victims living in the midst of violence and crisis receive a rapid response and ongoing support to ensure long-term safety and independence. The organization serves residents of Sherburne and Wright Counties and is the primary provider of community advocacy and support services for victims of domestic violence in these communities.

The mission of Rivers of Hope is to promote a community coordinated response to end family and teen dating violence through education, advocacy and community based support.

Job Profile and Reporting Relationships

The Executive Director of Rivers of Hope has overall responsibility for promoting the mission of the agency. Responsible for strategic planning, fund raising/grant writing, community relations, program development/oversight, fiscal oversight and staff management. Will have oversight for the financial management, human resources, and overall communications provided by the Director of Finance and Operations.

Key Duties and Responsibilities

Strategic Planning

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Provide support to the Board by preparing meeting agenda and supporting materials

Fundraising/Grant Writing

- Write and manage grants
- Work closely with Board of Directors, committees and staff members responsible for fund-raising plans

Community Relations

- Represent the organization at community activities to enhance and bring awareness to the organization's community profile
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Research and update grant requests for up-to-date funding opportunities

Program Development and Oversight

- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the development of policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Oversee the program development and outreach for both adult and youth programs

Fiscal Oversight

- Monitor, manage and evaluate the fiscal performance of the agency to assure compliance with policies and approved budget

Staff Management

- Perform performance management with direct reports
- Coach, counsel and provide feedback to direct reports

Minimum Education and Experience

- BA/BS in psychology, social work or related field required; MA or equivalent experience strongly preferred plus 5 years previous experience in a non-profit organization required. Previous experience as an Executive/Agency Director strongly preferred.
- Significant business/financial knowledge/experience; ability to deal competently with finances, budgeting and reporting of expenditures.
- Ability to communicate effectively verbally, in writing, and in public speaking situations.
- Ability to interface and work effectively with partner organizations, staff, volunteers, members of communities, and media.
- Knowledge of domestic abuse, sexual assault, child abuse, and women's issues and national programs that support them.
- People management experience required.
- Strong computer skills with a proficiency in Microsoft Office.
- Ability to monitor short and long term financial health of the organization and interpret results to non-accountant staff.
- Knowledge of payroll and benefit systems in order to track activity and monitor compliance with current laws and regulations. Familiarity with private and public funder and government grant standards and reporting requirements.
- Working knowledge of private and public funder and government grant standards and required federal and state reporting requirements to oversee Director Finance & Operations.
- Demonstrated competence in financial analysis, complex problem-solving, and process improvement.
- Demonstrated flexibility and ability to handle multiple projects in a fast-paced, evolving environment.
- Excellent analytical, decision-making, time management and organization skills.
- Exceptional attention to detail and accuracy.

FLSA Classification

Exempt, Full-Time

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this position description.

ETHICAL PRINCIPLES AND PRACTICES

Rivers of Hope recognizes that employees play different but equally important roles. Everyone associated with ROH must recognize the impact her or his role plays in our overall success. The success and future opportunities for individual employees is built around the overall success of the organization. Everyone associated with ROH is to project a professional image. Our practices will remain congruent with the mission and strategic plan. Because of this, the following principles and practices have been adopted by the staff team and we strive to live by them:

Mission Integrity and Value Base – We are dedicated to the mission of the organization and focus on its accomplishment. We are value-centered and act on the values of shared leadership, mutual respect, equality, trust and compassion.

Accountability/Reliability – We are committed to carrying our weight or saying when unable to do so. We understand our roles and are accountable for our responsibilities. We work to understand and respect the roles of others. We keep our work on track and on time.

Honesty, Trust, and Confidentiality – We trust that we can be truthful and will be safely heard. We are confident that others will act in an equally trustworthy way. We will communicate with each other directly and privately and be patient with each other. We respect the confidentiality of our colleagues and constituencies. We follow the ethics of our respective professions.

Mutual Respect and Civility – We follow the Golden Rule and treat others as we would like to be treated. We respect the ideas and opinions of others and generously contribute our own. We clearly communicate and respect the boundaries of our work while respecting the boundaries of others. We respect one another's culture, history, and humanity. We honor and include everyone's expertise and treat everyone as an equal.

Non-violent Communication and Acceptance – We observe without judgment and understand the feelings and needs behind our own actions and the actions of others. We make clear and doable requests to meet our needs and the needs of others. We act out of the belief that while our strategies may come into conflict, our needs do not. Through this communication we find solutions that meet all our needs.

Shared Leadership – We empower all stakeholders (leaders, co-workers, constituencies and clients), by listening and responding to their needs. We recognize each other's expertise. We are team players who help our co-workers accomplish their goals when invited to do so. We offer help whenever we can.

Excellence – We are committed to excellence and to achieving our fullest potential as individuals and as an organization.

Stewardship – We are good stewards of the people, programs, and resources entrusted to us by the public and funders. We responsibly safeguard all aspects of the organization in full participation with the community.

Flexibility and Creativity – We promote and accept change. We have the freedom to make mistakes and we strive to grow and learn from them. We work to expand our knowledge and skills/abilities.

Balance of Work and Life – We achieve a balance of work and life with the flexibility to meet the needs of both. We keep our job responsibilities in perspective and create opportunities to celebrate joy and have fun with one another.