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| **Sexual Assault Prevention and Response Services**  **Position Description** |

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| **Position Title:** | **Executive Director** | | |
| **Reports To:** | **Board of Directors** | | |
| **Supervises:** | **Associate Director, Finance Manager, Children’s Advocacy Center Manager, county specific staff** | | |
| **FLSA Status:** | **Exempt** | **Pay Grade:** | **Executive** |

**HOURS AND JOB SITE:**

This is a regular full-time exempt position. Generally 40+ hours per week, Monday through Friday. Occasional evening and overnight meetings and on call hours may be required. Primary job site can be in Androscoggin, Oxford or Franklin County offices.

**POSITION SUMMARY:**

The **Executive Director (ED)** is responsible for leadership and performance of the entire organization. The ED reports to the Board of Directors, oversees the Management Team and leads them in developing and advancing the mission and vision of Sexual Assault Prevention and Response Services, acting on the organization’s values, and accomplishing its goals. The ED is expected to meet high standards in the development and implementation of organizational policies and procedures, financial strategy, and the use of best-practices across all agency services and functions. The ED is a motivational team leader and Sexual Assault Prevention and Response Services’ chief spokesperson, ambassador, and fund developer. The ED is responsible for internal and external communications, outreach to the people and communities that the organization serves, for staff performance, and for strong relationships with partners, government officials, funders and other key external parties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Create a strategic plan by assessing community needs, reviewing impact of current programs, and identifying successful local and national strategies for responding to and preventing sexual violence by:
  + Working in partnership with the Board and staff to develop, implement and update multi-year strategic plan;
  + Apprising and engaging the Board in deliberations regarding strategic issues as they arise and providing annual reports to the Board for monitoring of strategic plan progress and achievement; and
  + Managing Agency to achieve goals in strategic plan.
* Create a strong Resource Development function to ensure financial strength, increase resources, nurture community relationships and strategic partnerships, and better communicate the agency vision and impact by:
* Establishing a solid resource development function within the agency which has clear goals and work plans;
* Develop, monitor, amend and revise contracts with funders using an approved cost allocation method;
* Assisting Board members in developing skills they need to play roles as effective ambassadors and members of the agency’s fund development team; and
* Create an annual fundraising plan and engage board, staff and volunteers in implementing the plan to support the work of the agency.
* Ensure programming that reflects best practice, and is innovative and effective by:
* Establishing trauma informed, client focused standards for the provision of client services and support staff in implementing those services;
* Oversee and evaluate client services programs to assess effectiveness, providing evaluation information to program staff and supporting their revision of programming to achieve success;
* Support and encourage ongoing assessment of prevention education curricula to ensure currency with best practice or emerging trends;
* Ensure compliance with relevant quality assurance standards for program.
* Effectively manage staff through significant transitions in the Agency and create an organization that is better poised to serve its community in the future by:
* Creating a professional and collegial culture that embraces results based accountability;
* Aligning the Agency’s staffing and organizational structure to maximize its strengths and to ensure that the Agency is nimble and effective in helping people in the communities it serves; and
* Strengthening and supporting a skilled and dedicated workforce through strong performance management, recruitment and succession plans, ongoing leadership development, training, education and communication.
* Act as the organization’s chief spokesperson and ambassador to assure effective communications and outreach by:
* Representing the Agency and its mission, values and goals in a wide range of settings in local communities and to state and federal policymakers and agencies;
* Through teamwork with management and the Board, building and maintaining solid alliances with partners and funders across sectors and Agency areas of interest;
* Actively participating in Maine Coalition Against Sexual Assault.
* Support the Board of Directors by:
* Communicating effectively with Board;
* Assisting the Board in effectively fulfilling its governance duties and functions:
* Providing support for individual Board members to effectively fulfill their roles;
* Partnering with the Board to assure comprehensive processes for ED performance review and professional development and for Board assessment and development.

**ADDITIONAL CEO DUTIES AND RESPONSIBILITIES**

* Leading the organization’s process for development of annual operating budgets and plans that allocate resources in support of long-range goals and annual objectives;
* Leading the development of organization-wide policies and the design of management systems consistent with the Agency’s mission, values and goals;
* Overseeing the soundness of and compliance with the organization’s legal and contractual compliance requirements and operating policies and procedures, along with its risk management functions, financial systems and reports, and use of technology;
* Protecting Sexual Assault Prevention and Response Services by ensuring that information concerning finances, operations, customers and employees remains confidential; and
* Ensuring the personal safety of all employees and embodying proper attitudes toward injury and illness prevention.

Throughout the development and implementation of strategic and annual operating plans, the ED shall ensure the Agency’s capacity for current and future performance by building, renewing and strengthening the fiscal health, infrastructure and core capabilities of the agency; designing successful program models based on evidence and best practices; achieving performance based results; and partnering with government, funders and other stakeholders who share common goals. The ED must be willing to engage in difficult conversations internally and externally and to make hard decisions necessary to allow the Agency to fulfill its mission.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform additional duties as assigned.

**PERFORMANCE REVIEWS**

During the first year of the CEO’s employment, the Board will review the ED’s performance after 3 and 12 months, and will review it annually thereafter. The Board and the ED will jointly review and update this job description at least every three years.

**FINANCIAL ACCOUNTABILITY:**

Operating Budget of $1,300,000+

**CRITICAL COMPETENCIES:**

1. **Communication -** Provides timely and concise information to others both orally and in writing; encourages open expression of ideas and opinions and listens effectively, transmitting information accurately and understandably; actively seeks constructive feedback; gives full attention to other’s ideas, concerns, questions and issues with interest, empathy and objectivity; paraphrases and asks clarifying questions to ensure understanding of the message; recognizes appropriate times and resources such as e-mail to communicate; tailors communication to meet the needs and preferences of others.
2. **Planning and Organizing Work -** Establishes course of action to ensure work is completed efficiently.

**KEY ACTIONS**

1. **Prioritize -** Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate; determines tasks and resources and project/assignment requirements by breaking them down into smaller tasks; identifies materials and people needed; coordinates with internal and external partners.
2. **Schedule -** Allocates appropriate amounts of time for completing work and avoids scheduling conflicts, develops timelines and milestones; accords time and resources in proportion to the importance of the task; maintains awareness of workload and makes appropriate adjustment deadlines to complete work projects.
3. **Leverages Resources -** Takes advantage of all available resources to complete work efficiently.
4. **Stays Focused -** Uses time effectively, prevents irrelevant issues or distractions from interfering with work completion; focuses efforts and energy on successfully attaining clear, concrete, accurate, measurable outcomes of importance.
5. **Initiation and Accountability -** Proactively focuses efforts and energy on successfully attaining goals and objectives, persisting when confronted with obstacles and/or adversity; assumes accountability for decisions and actions and follows issues through to completion; uses good judgment, makes sound, well-informed decisions; develops methods to ensure errors are not made; confronts problems early and determines appropriate action.; assumes accountability before being asked to or before being forced to.
6. **Influence -** Motivates and encourages others to consider other courses of action they may not have otherwise considered in order to achieve necessary results or gain collaboration on an idea, plan, activity or product; brings conflicts and disagreements into the open to resolve them collaboratively; establishes clear and compelling rationale for resolving conflict; collects information from relevant sources for understanding, and presents and seeks potential solutions; closes discussions with clear summaries to ensure that all are aware of agreements and required actions; establishes trust, credibility and rapport with key players.
7. **Adaptability -** Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to work within new structures, processes, requirements and cultures.
8. **Analytical Thinking and Creativity -** Breaks down problems into component parts and considers organizing in a systematic way; looks for underlying causes for thinking through consequences of different courses of action; demonstrates ability to organize work by taking large projects and breaking down into manageable pieces; develops feasible solutions based on logical assumptions and observations that reflect consideration of resources, constraints, and organizational goals. Seeks diverse ideas and perspectives in non-traditional approaches; shows creative ability in solving problems and providing solutions.

**GENERAL EXPECTATIONS:**

1. Be committed to the mission of Sexual Assault Prevention and Response Services.
2. Oversee and work as a member of team in the performance of duties.
3. Maintain professional and technical knowledge.
4. Ensure professional and effective client service.
5. Maintain confidentiality and protect the organization by keeping information concerning finances, operations, customers and employees confidential.
6. Responsible for personal safety, embody proper attitude toward injury and illness prevention, cooperate in all safety and health matters.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel, including operation of a standard computer keyboard, and reach with arms and hands; occasionally required stoop, bend, crouch, crawl, squat, and climb; frequently lift, carry, push or pull up to 10 pounds; required to constantly talk, see and hear. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The worker is subject to inside environmental conditions; protection from weather but not necessarily from temperature changes; otherwise normal office conditions; walking up steps; carrying equipment/supplies up to 20 lbs. up flights of stairs without assistance, and over 20 lbs. with assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

* High level of knowledge and professional competence in leading a nonprofit human service organization.
* Exemplary character and proven skills in motivational leadership, problem solving, decision-making, delegation and teamwork.
* Demonstrated communication skills, written and oral, sufficient to be effective in conducting the business of the agency, representing the agency and its mission, and working effectively with all levels of staff, volunteers, and the public at large.
* Knowledge and experience of public policies, services and issues that directly affect vulnerable citizens; an understanding of human and organizational dynamics, effective nonprofit governance, financial management, and fund development.
* Willingness to travel and work flexible hours as needed.
* Must be highly ethical and possess a strong combination of leadership skills and an optimistic attitude.

**Education/Certification Requirements:** The following education and/or certification requirements are considered essential:

* Bachelor’s degree and non-profit experience preferred. Executive management experience in one or more senior management positions with a record of demonstrated leadership and excellent performance in public or non-profit organizations.
* Pre-employment debarment background checks must be completed and results received to verify employee is not presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation by any federal department or agency. Additional background checks will be done through the Maine Department of Health and Human Services and the State Bureau of Investigation. These checks will be done initially as a condition of employment and as required thereafter.

\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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| **The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.** |

To apply, please submit an application, resume and cover letter by mail to SEARCH COMMITTEE, SAPARS, P.O. Box 6, Auburn, ME 04212-0006 or by email to [SEARCH@sapars.org](mailto:SEARCH@sapars.org). Position description and application are available at ([application materials](https://www.sapars.org/career-opportunities.html)). Application materials are due by April 21, 2023. Interviews will occur in April/May.