



## Position Description

**Position Title:** Executive Director  
**Reports to:** Board of Directors  
**FLSA Status:** Exempt

### POSITION SUMMARY:

The Executive Director (ED) will provide dynamic leadership and vision to build a robust and sustainable organization by integrating operations, services, and organizational culture while focusing heavily on fundraising and donor development. The individual will be an advocate and spokesperson, capitalizing on opportunities that enhance the role of the Sexual Assault Victim Advocate (SAVA) Center's role in providing crisis intervention to anyone affected by sexual assault and preventing gender violence throughout the region.

Working in partnership with the Board of Directors, and keeping within the framework of SAVA's policies and by-laws, the ED will provide direction and guidance in the development of goals and objectives to meet the needs of the community. Internally, the ED has oversight for the effective management of all internal operations. Externally, the ED acts as the face of the organization and cultivates relationships with stakeholders in Larimer and Weld counties.

As Chief Executive Officer of SAVA, the ED ensures that SAVA's affairs are conducted in a manner consistent with federal, state, and local laws and regulations.

### KEY RESPONSIBILITIES

#### Board Relations

- Ensure the corporate and/or legal responsibilities of SAVA are fulfilled by keeping informed on legislation and current legal requirements and by keeping the Board informed on pertinent trends and legislative activities that affect SAVA;
- Communicate consistently and effectively to the Board of Directors on significant operational, financial, and programmatic issues; ensure appropriate and active collaboration, and timely and accountable decision making;
- Serve as staff advisor and provide technical direction to the Board's Committees; identify current and projected needs of SAVA, and identify qualifications for SAVA elected Board Members.

#### Vision, Leadership and Strategy

- Maintain and enhance SAVA's commitment to diversity in all its programs, activities, and operations; employ creative strategies to expand SAVA's outreach initiatives to the whole community, including underserved and underrepresented populations;
- Work closely with the Board to provide a clear and contemporary vision that guides all of SAVA's activity and places SAVA's programs on the cutting edge of relevancy in the community;
- Work closely with the Board to develop a strategic plan to achieve the vision and then guide the implementation of the plan's long and short-term operating objectives and actions;
- Stay abreast of emerging and innovative strategies in the victim services and youth development fields, and capitalize on new opportunities for SAVA;
- Collaborate with statewide organizations such as the Colorado Coalition Against Sexual Assault (CCASA) to carry out the activities as appropriate for our region;

## **Fundraising and External Relations**

- Work closely with the Board and staff to develop and implement resource development plans to diversify and greatly expand SAVA's funding base. Current priorities are to maintain grant income and increase income from individual and private donors;
- Serve as an advocate for SAVA by representing the agency to the general public, corporate community, funders, and the media, and by building community awareness and support for SAVA;
- Help to further brand the agency; distill the core message of SAVA down to something relevant and compelling, providing a platform for cultivating new agency support;
- Work closely with the Board and staff to develop and implement a marketing and communications plans to expand the awareness of SAVA within the community.

## **Management, Finance, and Administration**

- Provide leadership and guidance for the design, development, and implementation of volunteer management and human resource systems to ensure a diverse and well-qualified volunteer base and employed staff;
- Ensure the financial health of SAVA by employing sound fiscal controls and management by effectively managing SAVA's resources;
- Implement collaboration and efficiencies between regional SAVA offices;
- Strategically manage and market SAVA services and programs to increase revenue for SAVA;

## **COMPETENCIES:**

The ideal candidate will have professional work experiences that enable them to effectively demonstrate the following:

- Deep respect for people, a commitment to gender equity, and a passion for intervention and prevention of sexual assault;
- Success in leading and managing a diverse team of staff and volunteers
- Success in building relationships, creating partnerships, collaborating, facilitating consensus and fostering trust in a dynamic organization; proven effectiveness in managing and empowering staff and volunteer leadership
- Effective written and verbal communication skills, including excellent public speaking skills and the ability to represent SAVA to a broad public
- A proven ability to raise money from a variety of sources, ideally including fund raising events and planned giving efforts;
- Ability to impart trust, integrity, stability, sensitivity, common sense and tolerance and motivate others to do the same;
- Ethical actions and good judgment and decision-making.

## **QUALIFICATIONS:**

- BA/MA/MSW in human services or related field
- 5-10 years of leadership and management experience
- Knowledge of and experience in human services, counseling, and/or education.

## **COMPENSATION**

SAVA offers health and retirement benefits. Salary is dependent on experience and qualifications.

## **TO APPLY**

To apply, send resume, cover letter, and salary expectations via email to Katie Abeyta at [kabeyta@savacenter.org](mailto:kabeyta@savacenter.org). Candidates' names will be kept confidential among the search committee until the interview stages. Applications and cover letters are due by January 31, 2018.