

POSITION TITLE: CHIEF EXECUTIVE OFFICER (CEO)

REPORTS TO: BOARD OF DIRECTORS

FLSA STATUS: EXEMPT

POSITION SUMMARY: Womenspace's mission is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power. Under the general supervision of the Board of Directors, the CEO will have overall strategic and operational responsibility for Womenspace's staff, programs, expansion, and execution of its mission.

ESSENTIAL JOB FUNCTIONS:

FINANCIAL MANAGEMENT

- Collaborate with Finance staff and Board of Directors to prepare annual budget.
- Communicate budget and financial information to Board of Directors at a minimum of one time a month.
- Oversee Finance staff in preparation of monthly financial reports for funding sources and the Board.
- Supervise Finance staff in accounts payable and receivable, payroll, managing of bank accounts.
- Serve as the liaison with granting sources.
- Supervise staff in the renewal and management of contracts made with funding agencies.
- Work directly with the accountant, Finance staff, appropriate board members and auditors in preparation for agency's annual audit and/or special audits.

FUNDRAISING AND DEVELOPMENT

- Establish, oversee, and maintain ongoing relationships with major donors, government funders, United Way, and foundations.
- Develop and oversee an annual fundraising plan that includes goals, timelines, activities, and performance measures.
- In conjunction with the donor relations team, secure financial support from individuals, foundations and corporations.
- Create and execute a strategy for a large sustained base of annual individual donors.

- Provide support for volunteers and oversee organization of special events.
- Ensure that corporate, foundation and government funding applications are well prepared and submitted in a timely manner. Ensure grant requirements are met.

LEADERSHIP AND MANAGEMENT

- Lead, coach, develop and retain Womenspace's high-performance management team.
- Ensure effective systems to track performance, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Maintain and communicate policies, including the resolution of grievances.

PROGRAM DEVELOPMENT AND OPERATIONS

- Assure quality service delivery to Womenspace's clients by providing support, guidance, and general oversight to the management team.
- Assure that all facilities are adequately maintained through the Management Team.

BOARD RELATIONS

- Develop, maintain, and support a strong Board of Directors: assist in recruiting and orienting new board members, serve as an ex-officio of each committee, seek and build board involvement with strategic direction.
- Act as a resource in Board deliberations by ensuring that the Board receives accurate information crucial to its effective functioning by attending Board and committee meetings and preparing written and oral reports on a monthly basis or upon request.

COMMUNITY RELATIONS AND ADVOCACY

- Promote public awareness of Womenspace's programs and services, and awareness of the needs of people who seek Womenspace's services.
- Cultivate and maintain relationships with community agencies and organizations.
- Act as a liaison for Federal, State, and local legislative bodies for program advocacy.
- Engage in public speaking in conjunction with community educators. Oversee the preparation of newsletters, news releases, and feature articles, as needed.

QUALIFICATIONS:

Required

- Bachelor's degree in social science, business, management or equivalent knowledge and skills.
- Demonstrated success in financial and human resource management, fund and donor development, program administration, and grant writing/management.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors.
- Excellent oral and written communication skills in both small and large group settings, including with the media.
- Ability to collaborate effectively with partner agencies, agency resources, and funding sources.
- Experience in working with Federal, State, and local legislative bodies for program advocacy.
- Ability to work effectively in collaboration with diverse groups of people.

Preferred

- Master's degree
- Five years of senior leadership experience in a non-profit organization.

REASONABLE ACCOMODATIONS STATEMENT: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Application Process

- Visit our website womenspaceinc.org to download application.
- Submit a cover letter, resume and application. Within the cover letter answer the following questions:
 1. Please explain how you have worked with Finance staff to present financial report to a Board of Directors.
 2. Please share your experience creating an annual budget including the roles of the Finance Staff and Board of Directors.
 3. Please share your experience establishing, overseeing, and maintaining ongoing relationships with major donors, government funders, United Way, and foundations.

- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to humanresources@womenspaceinc.org (Submitting in person also accepted).
- First review date on April 22, 2016, open until filled