

# Utah Domestic Violence Coalition

Advocate • Collaborate • Educate  
124 S 400 E, Suite 430 • Salt Lake City, Utah 84111 • (801) 521-5544

## EXECUTIVE DIRECTOR JOB DESCRIPTION

### Position Overview

Utah Domestic Violence Coalition is seeking a compassionate leader with a passion for advocacy, collaboration, education, and policy specific to domestic and sexual violence statewide. The ideal candidate will have strong public, private, and non-profit relations and experience; effective communication skills with policy makers, stakeholders, media, and the public; as well as the keen ability to lead a team while simultaneously managing federal, state, county, city, and donated funds, grants, and contracts.

*We strongly encourage people of color and people from historically marginalized communities, persons with disabilities and others who would bring additional dimensions of experience to our community to apply. The Utah Domestic Violence Coalition is an equal opportunity employer committed to workforce diversity.*

### Primary Responsibilities

- Model and cultivate a healthy, creative, cohesive, collaborative, workplace focused on learning, sustainability, equity, and diversity.
- Consistent achievement of UDVC's mission, overall strategic and operational goals, staff support, program development and delivery, public policy efforts, financial oversight and ongoing funding development.
- Primary liaison between the Board of Directors, UDVC team members, funding partnerships (grantors, donors, etc.), and policy partners and stakeholders.
- Represent UDVC at the Utah State Legislature, Utah Native organizations, and to the national, state, and local domestic violence and sexual assault communities.
- Advocate for policy and practices focused on empowering and protecting survivors.
- Utilize and promote a strong anti-oppression framework, incorporating primary prevention strategies, grassroots activism, cultural humility, social change, and social and economic justice into all efforts.
- Ensure UDVC functions effectively and efficiently within the policies and guidelines established by the Board of Directors.
- Ongoing communication and collaboration with the Board of Directors regarding budget, current trends, administrative needs and functions, and to develop and implement a strategic plan that addresses core areas of focus.
- Participate in meetings and workshops with local, regional, and national organizations.
- Increase public awareness of UDVC programs, goals, outcomes, and current trends through traditional media, speaking engagements, presentations, and public testimony.
- Leverage resources and strengthen collaborative efforts between member programs and community allies through interdisciplinary training and mentoring partnerships.
- Conduct needs assessments of Utah communities and member programs.
- Prepare the annual budget, modify as needed, and ensure sound fiscal management including timely, accurate, and adequate development and implementation.
- Ensure compliance with state and federal laws, IRS and funding source requirements.
- Work closely with auditors as needed.
- Advocate individually and systematically on behalf of survivors of domestic violence, sexual assault, human trafficking, and stalking, including adherence to UDVC's mission statement and values.
- Support and mentor staff in their duties, as well as provide professional development opportunities that build cross-promotional skills.

## Qualifications

- Bachelor's degree in a related field (minimum).
- Minimum of five years operational experience leading a nonprofit organization (mid to larger size budget of \$1M or larger) and managing employees.
- Knowledge and understanding of domestic violence, sexual assault, human trafficking, stalking, prevention/intervention issues, and their respective laws.
- Strong analytic and strategic-thinking skills.
- Ability to create and monitor complex plans and build them into strategies in a fast-moving, constantly changing environment.
- Experience with the state legislative process and federal appropriations.
- Substantive knowledge of Utah Native cultures and organizations—urban and rural, LGBTQ+, and plural family communities (and the barriers they encounter in accessing safety and support).
- Commitment to primary prevention, social change, and social justice through the utilization of a strong anti-oppression framework, addressing systemic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
- Experience with software and technology to include Microsoft 365®, Google Workspace®, databases, and online portals for grant administration.
- Effective communication skills in a variety of settings and on complex topics.
- Clear and concise writing skills and experience in the development of informational materials.
- Ability to develop, lead and manage complex projects and initiatives, while navigating ambiguity.
- Grant management, implementation, and reporting experience.
- Willingness to travel independently, in-state (including rural areas) and nationally, on a periodic basis:
  - Approximately 10–15 weeks annually, must have own transportation
  - Flexibility in scheduling, including overnight stays and extended days
- Advocacy and policy adherence experience.
- Understanding of systems of oppression as root causes of power-based violence, and a compassionate commitment to engaging others with humility and human dignity, via a trauma-informed lens.
- Understanding of the impact of trauma on individuals, organizations and systems.
- Experience in supervision, fiscal management, grantsmanship, public relations, cultural diversity, networking, organizational sustainability, and government relations.
- Well-developed interpersonal skills, and ability to understand and effectively communicate with people of diverse ethnicity, socio-economic circumstance, religion, culture, and sexual orientation.

## Wages & Benefits

The UDVC Executive Director is a full-time, salaried (exempt) position and is supervised by the Board of Directors. The salary is negotiable (\$85,000 - \$100,000) depending on experience and includes the following UDVC Benefits:

- 100% of medical, dental, and vision insurance premium costs (dependent options available)
- 100% of \$15,000 Life & ADD Policy, 100% of Employee Assistance Program (EAP)
- 403b Retirement Plan, Competitive time off policy

## Application Process

- No telephone calls please.
- Please send a cover letter, resume, up to three professional references, and any relevant portfolio material to Kathy Park via email ([admin@udvc.org](mailto:admin@udvc.org)), fax (801-521-5548) or by regular mail (UDVC, 124 S 400 E, Suite 430, SLC, UT 84111).
- Applicants are subject to mandatory pre-employment security background checks.
- This position is “Open until filled” - applications will be reviewed until the position is filled.
- UDVC is an equal opportunity employer for all person without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination.