

End Domestic Abuse WI Mission: *End Domestic Abuse WI promotes social change that transforms societal attitudes, practices and policies to prevent and eliminate domestic abuse.*

End Domestic Abuse WI Vision: *We envision communities fully engaged to provide safety and to give voice to all affected by domestic abuse, while creating the social change necessary to address its root causes.*

END DOMESTIC ABUSE WI

The Wisconsin Coalition Against Domestic Violence

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

The Executive Director is the Chief Executive Officer of End Domestic Abuse WI (*the Wisconsin Coalition Against Domestic Violence*). Reporting to the Board of Directors, the Executive Director (ED) and is responsible for the organization's consistent achievement of its mission, overall strategic and operational goals, staff, programs, expansion, financial and philanthropic development objectives. In program oversight and administration, the Executive Director will:

Organizational Responsibilities:

- Assure that End Domestic Abuse WI has a long-range strategy consistent with its strategic plan, which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Compile and keep track of official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the domestic violence field.
- Lead End Domestic Abuse WI in concert with its internalized and longstanding goals and objectives pertaining to inclusiveness and diversity.
- Demonstrate a real working knowledge of the uniqueness and complexities of a state – wide coalition of local organizations.

Communications Functions:

- See that the board is kept fully informed of the ongoing financial, programmatic and administrative updates for End Domestic Abuse WI and all important factors influencing it.
- Publicize the activities of End Domestic Abuse WI, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups, organizations and donors.

- Represent the programs and point of view of End Domestic Abuse WI to agencies, organizations, public officials and the general public.
- Establish and maintain supportive working relationships with member programs in order to enhance their ability to deliver effective services to survivors of domestic abuse in Wisconsin.

Finance and Budget:

- Responsible for developing and maintaining sound financial practices.
- Work with the staff, finance committee, and the board in preparing a budget; ensure that End Domestic Abuse WI operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and officers of the board of directors, conduct official correspondence and execute legal documents.

Staff Leadership:

- Be responsible for the recruitment, employment, and release of all personnel - paid staff, consultants and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Create an environment where an effective senior management team, with appropriate provision for succession, is in place.
- Promote active and broad participation by volunteers in all areas of End Domestic Abuse WI's work.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Fund and Resource Development:

- Oversee the expansion and diversification of financial support from individuals, foundations, corporations and the public sector.
- Develop, implement, and evaluate development plans to include major donors, annual giving, planned giving and investments for the organization.
- Creatively organize and motivate End Domestic Abuse WI board members to maximize their fund raising opportunities.
- Seek additional opportunities for government grants, foundation grants and corporate initiatives.

- Maintain relationships with public and private sector funders while identifying and building relationships with potential funders.

AGENCY RESPONSIBILITIES:

It is the responsibility of every WCADV employee to uphold the mission and vision of this agency. WCADV works to advance the principle that all people have the right to a life free of oppression and violence. We work to foster change in our economic, social and political systems and bring leadership expertise and best practices to Wisconsin domestic abuse programs and communities engaged in ending domestic violence.

It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

QUALIFICATIONS:

The Executive Director must possess a strong vision for the future of the organization and have the ability to inspire others with that vision. The ED must have the ability to communicate effectively with a variety of internal and external audiences, both verbally and in writing. An appreciation for diversity and diverse viewpoints is critical to success in this position. As the leader of a statewide coalition, the ED should be knowledgeable about domestic violence dynamics and related issues at the local, state, federal level; the operation of a nonprofit corporation; issues faced by member programs, both rural and urban; and potential resources and how to access them. The ED must be flexible and have the ability to work in an environment of change. The ED must be able to identify and consider all factors when managing complex situations. The ED works to identify and develop funding, policies, communications, alliances, and strategies that stimulate innovative and new approaches to preventing and eliminate domestic abuse in WI.

This description is intended to indicate the kinds of duties and levels of work difficulty that will be required and should not be construed as specifying what all the duties and responsibilities of a particular position shall be.