

Vermont Network Against Domestic and Sexual Violence

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

Type of Position:	Full-Time (40 hours/week), Exempt
Salary Class:	Director
Work Site:	Main Office
Supervisor:	Board of Directors

Scope of Work:

The Executive Director's primary focus is to provide leadership for creating conditions that are favorable for member program success. The Executive Director leads, guides and supports the staff to achieve the Global Ends, creating a healthy organizational culture grounded on a set of core values that reflects the mission and philosophy of the Vermont Network and of the movement to end violence against women. The Executive Director serves as a member of the Coordinating Team and is an *ex-officio* member of all organizational committees, task forces and work groups. The Executive Director is responsible for the management of human resources, fiscal functioning, programmatic development, strategic planning, statewide and national relationships, and the overall success of the organization.

Keeping in mind that the Network Against Domestic and Sexual Violence is an agent of positive social change, the Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance that is either unsafe, imprudent or in violation of the ethics commonly practiced by the domestic and sexual violence movement.

Activities:

Organizational Leadership:

- Operating with the Executive Limitations Policy, the Executive Director is responsible for using all resources available to achieve the Global Ends.
- Execute leadership role and responsibilities in accordance with the Network's core values.
- Provide leadership for, and participate in, efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression, including caucuses, training and work groups, as appropriate or assigned.
- Support and empower supervisees to lead and participate in NW anti-racism initiatives, including participating in and/or coordination or staffing of Network anti-racism initiatives, including caucuses, training and work groups, as appropriate or assigned.

Human Resources:

- Treatment of Staff - With respect to the treatment of paid and volunteer staff, the Director may not cause or allow conditions that violate human rights or are unfair, unsafe or disrespectful.
- Emergency Succession - In order to protect the Board from sudden loss of Executive Director services, the Executive Director may have no less than one other Staff familiar with Board and Executive Director issues and processes.
- Compensation and Benefits - With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall not cause jeopardy to fiscal integrity and feminist practice.

Financial

- Financial Conditions and Activities - With respect to the actual, on-going financial condition and activities, the Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends Policies.
- Asset Protection - The Executive Director shall not allow the assets to be unprotected, inadequately maintained or unnecessarily risked.
- Financial Planning and Budgeting - Financial planning for the fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends Policies or risk financial jeopardy.

Member Program Support

- Treatment of Services Users - With respect to interactions with service users, the Executive Director shall work from the premise that women and local programs are the experts in their situation and therefore, the Director shall not cause or allow conditions, procedures or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.
- Ends Focus of Grants - The Executive Director may not enter into any grant or contract arrangement that fails to emphasize primarily the production of the Ends and, secondarily, the avoidance of unacceptable means.
- Seeking and Accepting Grants - The Executive Director shall not seek funding from sources if any one or more of the following exist: The funder's requirements cannot be met by the Network; the funder's mission and values conflict with the Network's mission and values; the cost of accepting funding exceeds the benefits resulting from funding; the funding has no potential to benefit women in Vermont; the funding conflicts with other sources; the funding compromises Network program agreements.

Board Support

- The Executive Director shall not permit the Board to be uninformed or unsupported in its work.

State and National Leadership

- Provide informed representation of the Vermont Network, its Member Programs, and victims and survivors of domestic and sexual violence on the statewide and national levels.

Additional Activities:

- Lead efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression including participating as appropriate in Network caucuses, training and work groups.
- Manifest in daily activities the core values of the organization
- Use the Network's principles for Constructive Communication.
- Engage the voices of member programs and the diverse voices of victims/survivors and their families and communities in all activities
- Other duties as assigned.

Qualifications:

- Any combination of experience and education equal to a Bachelors or Arts or Science Degree in one of the human services or related fields or a Masters Degree in a related field;
- Minimum four years experience in legislative advocacy related to domestic and sexual violence;
- In depth knowledge of Vermont's state government, legislative process and policy analysis;
- Knowledge of the federal government, Congressional process and federal policy analysis;
- Minimum three years experience supervising staff;
- Minimum three years experience coordinating major programs or initiatives;
- Knowledge of domestic and sexual violence;
- A demonstrated commitment to anti-oppression work and ending violence against women;
- A minimum of four years volunteer or professional experience in a field relative to the position;
- Ability and commitment to work within a team model to achieve organizational goals;
- Excellent verbal and written communication skills;

- Excellent group facilitation skills.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.