



Executive Director

Oregon Coalition Against Domestic & Sexual Violence (OCADSV)

Our mission is to raise awareness about or regarding violence against all women and children and to work towards non-violence through leadership in advocacy, public policy, resource development, and social change.

OCADSV

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OCADSV communities working together to end domestic violence and sexual assault.

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a statewide 501(c)(3) nonprofit corporation comprised of member programs. We offer a number of services, including development and administration of federal, state and private funds; distribution of information and resource; training and education; and shaping public policy around intimate partner violence, sexual assault and stalking. OCADSV was formed unofficially in 1977 to support grassroots efforts at passing legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act with provisions for restraining orders. During this time, staff members of OCADSV also helped support the passing of the Rape in Marriage Law. OCADSV incorporated in 1978 and continues to strengthen the law in favor of victims of domestic violence and sexual assault. Recent accomplishments include being a major voice in the reauthorization of the Violence Against Women Act (VAWA) 2000 and in the passage of a bill which created a \$2.5 million fund for sexual assault and domestic violence crisis programs.

STATEMENT OF PHILOSOPHY

The purpose of the Oregon Coalition Against Domestic & Sexual Violence is to provide assistance to programs that serve victims of domestic violence and sexual violence and to change societal conditions that cause that violence exist. To this end, the following statement of philosophy has been adopted.

VICTIMIZATION OF WOMEN - We believe that violence against women is endemic to our society. By “violence against women” we refer to both specific and general abuse of women in this society. In addition to murder, rape battering, sexual harassment, pornography and other forms of physical violence, it also includes attitudes and values that create and reproduce violence. We believe that the root cause of this violence stems from a belief in the supremacy of one sex over the other and is legitimated and reproduced by a complex series of institutional and social arrangements that define and treat women as subordinate.

FREEDOM FROM VIOLATION - We believe that all women have the right to live free of violence or the threat of violence. They have the right to freedom from violations of their personal autonomy and physical integrity on the street, in the home and at the workplace. To ensure this women should not have to restrict their freedom of movement, their bodies or their activities in order or be safe.

SELF DETERMINATION - We believe that all women have the right to make their own decisions regarding sexual and reproductive matters, lifestyles, finances, education and employment.

RELIGIOUS FREEDOM - Religious beliefs and practices are a matter of personal conscience and individual choice, and a member shall neither promote nor discourage a particular religious belief in the course of her/his work.

Position Summary:

Oregon Coalition Against Domestic and Sexual Violence (OCADSV) seeks an Executive Director to work in its office in **Portland, OR**. This person will have a desire to provide a voice for agencies dedicated to domestic and sexual violence work and to create an atmosphere of nonviolence through social change. The Executive Director will report to the board of directors, lead staff and volunteers, guide agency-wide direction and focus, and ensure that the organization has sufficient financial and human resources to meet its mission.

KEY RESPONSIBILITIES

Public Policy and Systems Advocacy

- Act as primary spokesperson for OCADSV public policy goals and initiatives – Represent OCADSV through participation in public policy efforts with other related national and state non/governmental agencies
- Provide testimony before legislative bodies - Advocate for legislation to prevent and respond to domestic violence, sexual assault, stalking and child abuse etc
- Increase OCADSV visibility, coalition-building and organizational networking by serving on state and national advisory committees, attending conferences, promoting collaborative work, conducting media advocacy and other related activities
- Serve as a resource and support to member programs, providing technical assistance and training as needed and by advocating for their needs on a local, state and national level

Leadership & Communication

- Mission and vision - Clarify and communicate vision – what the agency strives for, where it is going
- Strategic planning - With the board and staff, develop a new long-range plan that defines goals for the agency and ways to achieve those goals
- Visibility – Manage OCADSV's growing national presence and build and maintain its relationships with member/partner agencies
- Voice - Represent the interests and policies of OCADSV before a wide range of audiences, including federal and state agencies, legislators, members, supporters, the media, corporations, and the general public.
- Anti-Oppression – lead organizational commitment to anti-oppression work and initiatives in programming, supervision and activities
- Board communication - Keep the Board of Directors well informed regarding the management of OCADSV and crucial issues affecting its present and future - Encourage excellence in board performance through collaboration, communication and education
- Client and donor communication - Ensure that the organization effectively markets itself and programs to prospective clients, volunteers and donors
- Partnerships - Identify and develop strategic partnerships for programs, space and equipment, and funding
- Internal Communications - Ensure an effective internal communications plan exists and is implemented to ensure a seamless flow of critical information is provided to the OCADSV Board of Directors and the staff
- External Communications - Ensure an effective external communications plan exists (*including creating an outstanding website, action alerts, intranet, web conferencing and other suitable technologies and print media*) and is implemented with particular focus on enhancing member programs', volunteers', and partners' awareness of OCADSV's mission and programs

Management

- Oversee staff recruitment and retention – manage the recruitment, interviewing, hiring, training, supervision, and evaluation of employees
- Build staff morale and teamwork - Maintain a positive and strong organizational culture that helps attract and retain competent, caring staff
- Program staff oversight - work with program directors to ensure that programs reach people most in need, including people in marginalized communities and different ages, ethnic and racial backgrounds
- Motivate staff - Encourage staff and volunteers to continue learning and honing their job-related skills
- Stay Current - Maintain a working knowledge of significant trends in the nonprofit sector, domestic violence, sexual assault, child abuse and public policy
- Board of Directors – provide for the operation of the OCADSV Board of Directors and its activities and coordinate and supervise staff support of Board committees, task forces, work groups, etc as may be established by the Board

Finance

- Develop and maintain sound financial practices - Oversee OCADSV finances including preparation of long range forecast and monthly financial reports, creation and monitoring of the annual agency budget
- Ensure that OCADSV has adequate funds to meet its mission and operates within budget guidelines
- Grant Management - Manage and write government grants, monitor compliance with all reporting requirement for grants, contracts, and federal and state tax forms and reports including annual audit
- Explore other sources of agency revenue that are consistent with the agency's mission

Qualifications:

Required Skills & Experience

- Caring, compassionate leader with a commitment to social justice and feminist ideology
- 4+ years of executive level experience that includes: administration, planning, budgeting, leadership and personnel management of a nonprofit organization or a substantial nonprofit program
- Significant experience in working with and serving on Boards of Directors
- Proven ability to work with multiple stakeholders
- Demonstrated ability to lead an organization or program through change and growth
- Experience developing and overseeing a budget of \$700,000+
- Masters Degree in relevant area, or demonstrated field work of equivalent expertise, quality and duration
- Excellent oral and written communications skills - the ability to speak and write persuasively
- Understanding of and commitment to issues of cultural diversity related to domestic and sexual violence prevention/intervention as well as in the context of a daily work environment
- Experience applying for and managing government grants
- Ability to negotiate sensitive issues and maintain relationships with people at all levels within and outside of the organization
- Access to reliable transportation and ability to travel statewide as needed (*valid drivers license & proof of insurance required*)
- Work schedule must accommodate evening meetings, weekend events and statewide and national travel
- Computer literate – Microsoft office, ability to use both a PC & Mac required

Preferred Skills & Experience

- Solid understanding of the philosophical, systemic and legal principles underlying domestic & sexual violence
- Experience working with organizations that respond to domestic & sexual violence and child abuse (*e.g. courts, law enforcement, government agencies, shelters etc*)
- Track record of successfully advocating for systems change in government agencies
- Experience with media and public relations
- Solid fundraising experience including major donors, foundation and fee for service

People of color and from historically marginalized communities are strongly encouraged to apply.

Compensation:

Competitive salary based on experience - \$45,000+

Benefits package includes medical, dental, vision, retirement, life, disability and personal time off

To Apply

E-mail (preferred) or mail a **chronological resume** and **1-2 page cover letter** explaining 1. What experience, skills, and personal attributes qualify you for this position; 2. Why the mission and work of the OCADSV appeals to you; and 3. Why the Executive Director position with OCADSV is the right next step for you in your career.

In addition to your resume and cover letter, please answer the following **supplemental questions** in no more than 2-3 pages:

1. Briefly discuss some of the reasons domestic violence and sexual assault are so prevalent.
2. Describe your understanding of the relationship between racism, homophobia and violence against women.
3. The OCADSV and our member programs support and involve victims and survivors of all racial, social, religious, and economic groups, ages, and lifestyles. Describe your experience working with diverse populations/groups. Please specifically address your experience working with:
 - rural populations
 - people of color
 - gay, lesbian, transgendered and queer communities - and
 - tribal communities
4. What do you see as some of the key challenges of leading a domestic and sexual violence statewide coalition in a state with diverse member and nonmember programs? How would you address these challenges?

Please email (*preferred*), mail or hand-deliver your cover letter, resume and supplemental questions by **Friday May 18, 2007** to:

OCADSV
380 SE Spokane St
Suite 100
Portland, OR 97202

adminasst@ocadsv.com

A member of the OCADSV Hiring Committee will contact qualified applicants during daytime hours to schedule interviews. If this is not an option for you, please indicate when and where contact should be made.

Applicants offered employment will be subject to a criminal records check. Conviction of a crime will not automatically preclude appointment. The circumstances involved in the conviction will be considered.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

For more information on the Oregon Coalition Against Domestic & Sexual Violence www.ocadsv.com