



The comprehensive resource on domestic violence

Executive Director Position Description

Full time position in Columbus, Ohio

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. 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.

The Executive Director's primary purpose is to provide the strategic and operational leadership to ensure ODVN achieves its mission and purpose aligned to the guiding principles. The position reports to the Board of Directors.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

Key Responsibilities

- Establishes the mission, strategies, operational priorities and short/long term goals of the organization
- Engages and builds relationships with key stakeholders/advocates to ensure support and advocacy for the organization's goals and objectives
- Provides leadership for Board of Directors governance, committees and meetings
- Sets short and long term financial objectives to include establishing and managing annual operating budgets
- Works with Finance Manager and Board Finance Committee to provide monthly/quarterly reporting, P&L and Balance Sheet management and ensures proper accounting and financial controls are in place and effective
- Builds and executes a Development (i.e. fundraising) strategy and plan utilizing staff, Board members and external support/resources
- Develops Policy and Legislative agenda and priorities (at the state and federal level) to include effectively working and building coalitions with key legislators, lobbyists, advocates, allies, affiliated government agencies, community leaders and other key influencers to achieve policy and legislative objectives
- Provides program and systems advocacy to include identifying and sharing key trends, best practices and innovative solutions
- Serves as liaison to national and state agencies, coalitions and committees and governmental agencies addressing domestic violence
- Develops and executes public relations/media relations strategy and plan to include engaging with appropriate media outlets providing awareness and insights into domestic violence
- Serves as the principal spokesperson for ODVN and participates in media interviews
- Works with members and partners toward a broad vision of social equity and inclusion

- Manages directly, and with staff, all grant activities to include identifying, requesting and writing grants, validating funding, monitoring, compliance and auditing
- Directly manages staff to ensure the organization attracts, develops, trains and retains competent and capable talent
- Ensures day to day management of ODVN programs and services are delivered effectively and with high level of service
- Mentors staff and ensures an organizational culture where staff are valued and connected to the mission of the organization
- Manages all Human Resources policies, processes and programs
- Manages external vendors/partners to support the achievement of goals and objectives

Capabilities

- Deep expertise in domestic violence knowledge, laws, trends, best practices, etc.
- Effectively builds relationships, influences and engages internal (Board, staff) and/or external stakeholders, advocates and allies
- Inspires, motivates and engages staff and other organization resources
- Effective communicator in various settings and audiences (media, policy/legislative hearings, other public forums, etc.)
- Understands and can effectively navigate the legislative processes and work effectively with legislative leadership
- Collaborates effectively with program directors, coalition members, and key stakeholders
- High levels of compassion and empathy

Qualifications

- Bachelor's Degree in related field (public health/policy, social work, sociology, criminal justice, etc.)
- Master's degree preferred, but not required
- 10+ years of experience in leading a Domestic Violence (or affiliated) program, function or organization
- Previous advocacy experience in policy analysis and development preferred
- Strong leadership/management skills (managing staff, setting strategic/operational goals, etc.)
- Ability to effectively build rapport, relationships and influence others
- Demonstrated ability to work effectively with Board of Directors
- Strong financial acumen (fiscal management, finances, budgets)
- Prior experience in grant development and management
- Experience in Development (i.e. fundraising)
- Demonstrated commitment to the organizations guiding principles, social justice and advocacy
- Must have valid driver's license, access to own transportation, and a willingness and ability to travel statewide in Ohio and nationally (20-25%).

ODVN is an equal opportunity employer and fully committed to a culturally diverse staff to better serve domestic violence victims and program staff. We encourage applicants from diverse groups to apply including, but not limited to African American, Hispanic/Latina, Native American, Asian/Pacific Islander, and LGBTQ persons. We also welcome applicants from different national origins, religions, ages, & ability status.

Interested applicants should submit a resume and cover letter describing their interest in this position, to Kristin Flock, the Cardinal Health Executive Recruiter leading this effort by September 28, 2018. She can be reached at kristin.flock@cardinalhealth.com.

Ohio Domestic Violence Network Overview

Mission Statement:

The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence free life; fosters changes in our economic, social and political systems; and brings leadership, expertise and best practices to community programs.

Ohio Domestic Violence Network's Purpose, Philosophy, and Structure:

The Ohio Domestic Violence Network (ODVN) believes that ending violence against women and children requires connection with organizations and individuals to create a clear vision and collective voice for social and systemic change. ODVN's purpose is to support and strengthen Ohio's response to domestic violence through training, public awareness and technical assistance and to promote social change through the implementation of public policy.

ODVN maintains a commitment to the empowerment of battered women and children as well as to the elimination of personal, institutional and cultural violence. Membership is open to any organization or individual that supports the ODVN mission. ODVN invites the participation of diverse constituencies.

ODVN's structure reflects its philosophy and commitment to collective decision-making and egalitarian relations. ODVN operates as a 501 (c)(3) membership organization and is governed by a volunteer Board of Directors that meets quarterly and consists of 19 people who are representatives from active member domestic violence organizations, community members and survivors of domestic violence. The Board of Directors represents all geographic areas of the State of Ohio, including urban and rural areas, and represents various underserved groups.

ODVN's membership reflects the diversity of Ohio's domestic violence programs, allied professionals, and concerned individuals who are from every region of Ohio representing both the rural and urban areas. Most domestic violence member programs have over a ten-year history in working with survivors of domestic violence. ODVN works collaboratively with other statewide agencies, programs and coalitions.

The Ohio Domestic Violence Network is an active and long-standing member of the National Network to End Domestic Violence.

Guiding Principles:

- We promote safety, well-being, and justice for all battered persons while respecting the adult survivor's right to self-direction and control over their own lives.
- We are accountable to those who are or were battered and are committed to listening to their voices and using their expertise to guide our work.
- We declare that batterers, not victims, are accountable for their abusive behavior.
- We are committed to facilitating changes necessary to end oppression and violence within ourselves, and within economic, social, and political systems.
- We are committed to advancing the community's responsibility for stopping the violence.

Ohio Domestic Violence Network
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