



Position Profile: Executive Director

The Domestic Violence Resource Center of South County (DVRC) is currently seeking an Executive Director who will lead the organization, working in partnership with Board, staff, and community partners to provide services and offer safety, support, advocacy, education and a network of services to the residents of Washington County.

With a passion for DVRC's critically important work to help victims of domestic abuse break the cycle of abuse in their lives, using the trauma-informed model of care, the Executive Director will build upon our legacy as a well-respected, trusted resource for services in South County, Rhode Island. They will manage a budget of almost \$1 million, a staff of 10 and serve over 500 clients each year. The Executive Director reports directly to the Board of Directors, a dynamic group of strategic, highly engaged community, private and public sector leaders.

About the Domestic Violence Resource Center of South County

Located in Wakefield, Rhode Island, the Domestic Violence Resource Center of South County is a 501c (3) nonprofit agency founded in 1978 by a group of concerned citizens and advocates. The DVRC works toward a future free of violence, and to build a community in which each individual shares the responsibility to create a culture of safety and personal dignity.

DVRC provides a comprehensive range of services for victims of domestic violence and their children, including a confidential safe home, transitional housing and permanent supportive housing units, a helpline & drop-in center, support groups, one-on-one counseling and court advocacy. DVRC is dedicated to both preventing and responding to domestic violence by working to change the social conditions, beliefs, and social actions that perpetuate abuse.

DVRC works closely with local, state and federal government, partner non-profit agencies and businesses, private and public foundations and other members of the RI Coalition Against Domestic Violence to coordinate programs that serve the southern Rhode Island community and other areas of the state.

For more information about DVRC visit: <https://DVRC.org>

Position Summary

The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. They are accountable to create and steward the long-term vision for the agency, manage the daily operations, including fiscal management, fund development, shelter and safe home programs and facilities, advocacy and human resources. As the chief fundraiser, the successful candidate will ensure financial sustainability through grant acquisition, direct fundraising, marketing, and community outreach. The Executive Director will guide the growth of the organization and further the mission by building relationships throughout the community and with DVRC's partners.

Key Duties and Responsibilities

Mission and Organization Strategy: Works with the board and staff to ensure that the mission is fulfilled through strategic planning, program development and implementation, and community outreach.

The Voice of DVRC: Serves as the chief advocate and spokesperson for DVRC to the media, all constituents and the general public.

External Relations: Serves as an ambassador between the DVRC and the community to cultivate interest, provide information and initiate collaborations and partnerships; as a member of the Rhode Island Coalition Against Domestic Violence, participates in all required activities, serves on committee and meets audit requirements.

Public/Private Partnerships: Establishes and maintains relationships with many diverse organizations throughout the state to strategically enhance DVRC's mission and collaborates on matters beneficial to the clients we serve.

Financial Performance and Viability: Ensures the fiscal integrity of the organization to ensure maximum resource utilization.

Fund Development/Fundraising: Raises funds, directs events, manages the grant-writing process and develops resources to sustain and increase the agency's capacity to provide domestic violence prevention and intervention services while ensuring quality programming.

Organizational Leadership: Creates an inclusive, team-based organizational culture; develops a transparent and healthy working environment based on agreed values and ways of working in an unpredictable world with insufficient resources. Recruits, leads, develops, mentors and motivates a diverse staff, ensuring everyone is connected to the organization's mission, vision, and shared values.

Operational Management: Oversees and implements appropriate resources to ensure that the organization runs efficiently. Enforces employment, operational and administrative procedures to ensure DVRC meets goals and objectives to fulfill the mission. Executes all contracts, notes and agreements on behalf of the organization.

Board Relations: Works closely with the board to fulfill the organization's mission. Develops collaborative relationships with the Board of Directors, providing proactive communications, support to committees and leadership in the strategic planning process.

Continuous Learning and Sharing: Maintains current and working knowledge of facts, developments and trends in the domestic violence movement and related fields at the local and national level and stays in close touch with the needs of the community as a whole. Shares this knowledge with stakeholders to engage others and further the mission.

Experience and Education

The Executive Director will have a minimum of 4-6 years of proven leadership experience. Experience working in a non-profit organization managing grants and reporting to a board of directors is preferred.

- Bachelor's degree required. Master's degree or/and Certified Fund Raising Executive (CFRE) preferred.
- Experience in domestic violence prevention or other related human services, healthcare or non-profit agencies that work with the community preferred.
- Experience or knowledge of trauma-informed services strongly preferred, with a strong desire to provide support to victims of domestic violence or abuse.
- Experience creating a diverse, team-based work environment in collaboration with staff.
- Experience creating, implementing and managing new initiatives and supporting others during the change process.
- Track record of building and leveraging relationships within and among a diverse group of stakeholders, such as community, government, non-profits and businesses is highly desirable.
- Fiscal management experience required.
- Fundraising public and private funds, including grant management experience required.
- Public policy experience preferred.
- Bilingual in Spanish a plus.

Key Qualities

Our preferred candidate is a collaborator who will build and strengthen relationships among all stakeholders. This individual will be able to engage board members, staff, volunteers, donors, funders, partners, public officials and the community around DVRC's mission and commitment to supporting victims of domestic violence and abuse. They should possess the following attributes:

- Using their working knowledge of local and national facts, trends in Domestic Violence and related fields, the ability to serve as ambassador between the DVRC and the community to cultivate interest, provide information and initiate collaborations and partnerships to advocate for victims of DV and their families.
- The ability to convey a vision of DVRC's strategic future to staff, board, volunteers, donors and other stakeholders; move it forward and engage others to get involved.
- An inclusive leader, who is committed to diversity, equity, inclusion, racial and social justice.
- Respectful, empathetic, kind, compassionate and approachable in style.
- Excellent oral, listening and written communication skills.
- Transparent in their actions; personal integrity, honesty, and respect for others as demonstrated throughout their career.
- Uses sound judgement in decision-making, sometimes with minimal information and under pressure.
- Strong organizational skills. Able to manage multiple priorities effectively.
- Comfortable with public speaking, facilitating and presenting to groups.
- Strong financial management, budgeting and business planning skills.

Working Conditions/Physical Requirements

Frequent local travel; occasional out of state travel. Some extended hours, including occasional evenings and weekends, required. Standing or sitting for long periods, bending, stooping, occasional lifting, and walking, climbing stairs. Occasional stress due to multiple demands of the position.

Contact

This is an exciting opportunity for a values-based leader who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications. The minimum salary is \$95,000 annually.

The DVRC is an equal opportunity employer, fully committed to a culturally diverse staff to better serve our community. People of color, women, LGBTQ candidates, and people of diverse backgrounds are strongly encouraged to apply. Candidates should submit a resume and cover letter, references, and salary requirements to:

Cynthia Butler, SPHR, SHRM-SCP
 Butler & Associates Human Resources Consulting
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