

**North Carolina Coalition Against Domestic Violence  
Job Description**

**Intentional Interim Executive Director**

**Hours:** Full-time, exempt; some evening and weekend work required

**Location:** Durham, NC

**Reports to:** Board of Directors

**Position Summary:** Under the supervision of the Board of Directors, the Intentional Interim Executive Director (IIED) will translate the vision and goals of the organization into manageable activities. The IIED will provide meaningful insight to increase the understanding of the type of permanent candidate that should be hired. The IIED will be responsible for assessing the organization, staff, policies and procedures. The IIED will provide recommendations to the Board of Directors regarding agency leadership needs, changes in policies, procedures, practices, financial and overall management.. In collaboration with the Board of Directors and the staff, the IIED will manage the physical, financial and human resources of NCCADV until a permanent Executive Director is hired.

**Primary Job Responsibilities:**

Under the supervision of the Board of Directors, this position has the following responsibilities:

1. Work with the Board of Directors and staff to develop organizational goals, programs and infrastructure necessary to meet the objectives of the organization.
2. Implement the goals and objectives as outlined in the strategic plan, as approved by the Board of Directors.
3. Lead the efforts of the organization and the Board of Directors towards dismantling oppression and provide leadership in recognizing the link between anti-oppression and anti-violence work.
4. Work to secure new donors and maintain relationships with existing donors.
5. Promote social change to impact the attitudes, values and behavior that contribute to domestic and sexual violence.
6. Develop and maintain effective relationships with national, state and local organizations to promote the organization and issues critical to the needs of battered women and their children.
7. Direct the organizations compliance with policies, procedures, grant guidelines and relevant laws governing the work.
8. Manage the development and implementation of the organization's annual operating budget.
9. Oversee the day to day operations of the organization, including approval of expenditures and compliance with fiscal policies.
10. Oversee unrestricted and grant fund development to ensure financial stability of the organization and its programs and maintain effective relationships with grantors and donors.
11. Cultivate a positive public image for the organization.

12. Serve as the principal staff liaison with the Board of Directors.
13. Hire staff and ensure appropriate supervision and evaluation of staff.
14. Promote a team environment and encourage appropriate staff development.
15. Represent the organization in public forums, workshops, trainings and other public activities.
16. Perform additional duties as assigned by the Board of Directors.

**Qualifications:**

1. In depth understanding of the dynamics, causes and resources associated with domestic violence and a commitment to ending violence against women.
2. Experience in organizational development preferred.
3. At least 5 years leadership experience working in the battered women's movement preferred.
4. Experience with public policy and systems advocacy.
5. Experience in fundraising, developing and overseeing a \$1,000,000 budget.
6. At least 3 years of management experience.
7. A clear understanding of the intersection of sexism, racism and homophobia.
8. Excellent oral and written communication skills.
9. Knowledge of Windows operating systems and Microsoft Office programs, including Excel, Word, Publisher, Outlook and Power Point.
10. Understanding of and commitment to an anti-oppression framework in delivery of domestic violence prevention, intervention and services; ability and willingness to work with people from a variety of backgrounds and experiences.
11. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
12. Ability to organize and manage work time.
13. Commitment to contributing toward a positive work culture.
14. Access to reliable transportation; willingness and ability to travel out of state; some overnight travel required.
15. Bachelor's degree required; advanced degree or equivalent experience preferred.

**NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage formerly battered women to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from different national origins, religions, ages, & ability status**

I have been advised that the attached job description constitutes the primary tasks of my position with NCCADV, and I agree to perform these tasks to the satisfaction of my supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date