



## **Position Announcement: Executive Director**

Hours: Full-time (40 hours); some evening and weekend work required  
Reports to: Board of Directors  
Location: Durham, NC  
Hiring Range: \$90,000-100,000

### **About NCCADV:**

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy.

We believe that domestic violence is a pattern of domination in which perpetrators intentionally choose to cause fear, injury, and/or pain in order to gain and maintain power and control over their partners. In addition to physical violence, abuse can be sexual, emotional, economic, and can include stalking. We know that most domestic violence is committed by men, and is one form of violence against women. We believe that domestic violence is absolutely unacceptable and that perpetrators should be held accountable.

We believe that patriarchy, gender inequality, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining an environment which accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and homophobia. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class, ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to secondary issues for survivors; we will strive to serve all survivors of domestic violence and their respective needs.

We believe that through the power of our shared experiences and collective voice, we can work together to create individual, institutional, and cultural change. We will work intentionally and actively to create safe spaces for survivors of domestic violence. We believe the voice and experience of survivors must be the foundation of our work, and that the domestic violence movement can change society.

**Position Summary:**

Under the supervision of the Board of the Directors, and in collaboration with NCCADV staff, this position translates the mission and vision of the organization into manageable goals, objectives and outcomes. The Executive Director oversees the management of the physical, financial, and human resources of NCCADV.

This position requires an experienced, visionary leader with the ability to empower staff to work together towards the agency's vision to build a society that prevents and eliminates domestic/intimate partner violence. We are looking for someone with partnership-building skills and a track record of successful fundraising. The person in this position needs to bring strategic planning skills, strong management knowledge, and organizational development expertise. We are also seeking someone who can cultivate a leadership culture within the organization while increasing our impact across North Carolina through a focus on external relationships and strategies.

**Core Responsibilities:**

Apply the principles of an intersectional equity and social justice lens to each of the responsibilities outlined in the following domains:

**Relationship Building/Resource Development/Communications:**

- Cultivate and strengthen strategic partnerships with public and private organizations and institutions; align multiple partners with diverse interests around the goal of ending domestic violence in North Carolina.
- Build and expand relationships with domestic violence agencies, members, community partners, and the general public across the state.
- Support and advocate with and for survivors of domestic violence and domestic violence agencies across the state.
- Speak publicly, passionately, and eloquently about intimate partner violence and represent NCCADV at events, public forums, and in external communications, including handling media inquiries and other public relations activities.
- Establish and maintain a strong positive public image of NCCADV. Work to continually increase and improve awareness of NCCADV and the importance of its mission.
- Oversee the marketing and branding of NCCADV.
- Lead resource development efforts, including fundraising activities, grant seeking, soliciting gifts, and building and maintaining relationships with donors, funding entities (foundations, government agencies), and business and community partners. Work with the Board fundraising committee and the Development staff position to identify and steward donors, new Board members, and new funding opportunities.
- Develop strategies to increase the effectiveness of the domestic violence movement throughout North Carolina.



- Encourage collaboration and information sharing across NCCADV and with external audiences.
- Oversee the work of the Legal and Policy Director to improve state legislation and advocate for survivors of domestic violence.

**Management and Leadership:**

- Supervise and support the members of the Directors’ Team and the Development staff position.
- Lead organizational development efforts and provide strategic oversight to the agency with the Directors’ Team.
- Empower staff by identifying and creating opportunities to enhance performance, shared leadership practices, and career-development goals.
- Lead NCCADV’s ongoing internal equity process and support the organization’s Equity Team in managing the process.
- Foster an internal culture of respect, positivity, and support that is also reflected externally. Ensure the internal culture is reflective of NCCADV’s values, including an anti-oppression framework and survivor-centered approach in all of NCCADV’s efforts.
- Work with the Board of Directors and staff to develop organizational goals, programs, and infrastructure necessary to meet the objectives of the organization.

**Organizational and Fiscal Management:**

- Oversee the work of the Finance Director in managing the financial and business affairs of the organization.
- Ensure compliance with policies, procedures, grant guidelines, and relevant laws governing the work of the organization with the Finance Director.
- Provide leadership and guidance regarding internal human resources, including knowledge of state laws.
- Mediate conflict and handle employee grievances with an equity lens.
- Serve as the principal staff liaison with the Board of Directors. Provide open communication and support for the Board committees, including the development committee.

**Required Qualifications:**

- Experience working in anti-oppression and/or anti-violence movements.
- A clear understanding of intersectionality across gender, sex, race, class, and other dimensions of power. Commitment to addressing issues of power and oppression as they apply to domestic violence prevention, intervention and services.
- Ability and willingness to work with people from a variety of backgrounds and experiences.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.

- Experience with leadership styles that empower others and distribute leadership responsibilities.
- Willingness and demonstrated ability to act with executive courage when appropriate.
- Commitment to contributing toward a positive work culture.
- Management and leadership experience, including financial oversight, preferably in a non-profit setting.
- A commitment to individual and organizational learning with an orientation toward cultural humility and curiosity.
- Experience working with large foundations, government agencies, and private donors.
- Demonstrated track record of fundraising, including securing major institutional and individual funding.
- Ability to organize and manage work time.
- Excellent verbal and written communications, presentation, and motivational skills.
- Knowledge of Windows operating systems and Microsoft Office programs, including Excel, Word, Outlook, and PowerPoint.
- Willingness and ability to travel across the state and out of state; some overnight travel required.
- Bachelor's degree required; advanced degree or equivalent experience preferred.

**Preferred Qualifications:**

- In-depth understanding of the causes and effects associated with domestic violence and a passion for ending domestic violence.
- Experience in team building and supervising diverse teams.
- Experience with public policy and systems advocacy.
- Experience developing and overseeing a complex budget comprised of private and public (local, state, and federal) funds.

Resumes will be reviewed as received. We will accept applications until the position is filled and we encourage you to apply as soon as possible and no later than June 19, 2019.

To apply, please send the following to [humanresources@nccadv.org](mailto:humanresources@nccadv.org) :

- Resume
- Cover letter explaining your interest in this role and agency and detailing how your experience will support your success in this position.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures ensuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage intimate partner violence survivors to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latinx, Native American, Asian/Pacific Islander, and LGBTQ persons. We also welcome people from all national origins, religions, ages, and ability statuses.

