



**Mission:** Women of Worth helps families in crisis, victims of domestic violence, sexual assault, and human trafficking. We also offer programs to increase self-reliance and improve quality of life by helping victims rebuild their lives with dignity, hope, and safety.

**Title:** Executive Director

### **Job Summary**

To create a positive, safe, warm and welcoming environment to all clients, volunteers, staff, and community members who are involved with the mission of Women of Worth. Have oversight into the establishment and day to day operations of client services and of Hetty's Haven, a safe house within the Women of Worth program that assist families in crisis, especially those escaping domestic violence, sexual assault and human trafficking

The Executive Director is expected to be able to wear multiple hats, administratively responsible for the daily operations of the WoW office, Hetty's Haven and supervision of all staff. This position works closely with the Board of Directors, attending all board meetings and helping to recruit new board members. The Executive Director sets the strategic direction in collaboration with the Board of Directors.

**Yearly Salary DOE:** \$55,000 – 60,000

**Supervisor:** Board of Directors

**Status:** Non-Exempt, Full Time

**Benefits:** Medical insurance reimbursement, vacation time, sick pay, 10 paid Federal Holidays

### **Responsibilities Administrative**

- Provides direct supervision to the Director of Fund Development, Marketing. Oversees Director of Fund Development activities.
- Provides direct supervision to the Hetty's Haven House Manger, and is the Executive Director's responsibility to oversee completion of House Manager's duties.
- Provides direct supervision to the Office Manager, and is the Executive Director's responsibility to oversee completion of Office Manager's duties.

- Participates in interviewing and vetting new staff and volunteers prior to them entering Hetty's Haven or working with clients.
- Provides supervision, training and guidance for crisis situations and calls.
- Works with Board of Director's Treasurer on yearly budget for client services.
- Approves costs related to client services and oversees spending to fit budget.
- Oversight responsibility for tracking of all client services, community educational presentations, and any other statistics Board of Directors feels appropriate. Reports monthly to BOD.
- Oversees the training of both office and Hetty's Haven staff and volunteers.
- Provides supervision and support for House Manager during client exits and conflict management.
- Conducts weekly staff meetings.
- Responsible for annual evaluations of all staff.
- Is on call during House Manager days off/sick/vacation time. Assigns other staff to fill in for House Manager sick or vacation time. If no other staff is available ED fills in.
- Monitors WoW crisis calls, walk-ins and completes client intakes during Office Manager's days off/vacation time. Or assigns appropriate staff/volunteer to do so.
- Attends and completes on going education and trainings. Ensures staff and volunteers attend and complete education and trainings as appropriate for their positions.
- All other responsibilities as designated by BOD.

### **Fundraising Responsibilities**

- Executive Director is to establish goals for Director of Fund Development with BOD. Oversees and participates in fund raising activities.
- Is to speak at fundraising events, on the radio, give group presentations etc as pertains to Hetty's Haven, client support and Women of Worth.
- Develop relationships in community with other CBO

### **Qualifications**

1. Minimum BSW or related degree or 2 years working in social services. Preferably domestic violence and/or human trafficking
2. An understanding of domestic violence, the impact, the cycle and compassion for the victim
3. Experience in crisis services
4. Experience with non-profit management
5. Fundraising experience
6. Strong verbal and written communication skills
7. Experience working with a non-profit Board of Directors
8. Demonstrates ability to work independently
9. Ability to communicate the program's mission to donors and to the community

10. Must pass Live Scan
11. Must have Crisis Intervention Training Certificate or begin training within 90 days of hire date
12. Must have clean driving record

### **Skills and Knowledge**

- Must abide by Women of Worth's Policies and Procedures and adhere to WoW's competency, ethical standards, values and mission.
- Must embrace principals of trauma informed care and commit to on-going personal growth.
- Handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- Communicate sensitively and without judgment and to abide by agency confidentiality policy.
- Use good judgment to take responsibility for decisions made.
- Be flexible with work hours. Occasional weekends or holidays will be required to be on-call.
- Possess emotional maturity and stability, and role model non-violent behavior in resolving conflicts and exercise appropriate boundaries.
- Adhere to the philosophy that Clients are the experts in their own lives and healing and all participation in services are voluntary.
- Accept and work with people from diverse personal and cultural backgrounds.

***Women of Worth is an Equal Opportunity Employer.***

***Elements of this job description will be periodically evaluated and are subject to adjustment by WoW Board of Directors.***