



JOB DESCRIPTION

Job title:	Executive Director
Reports to:	Rape Crisis Center Board of Trustees
FLSA Status:	Exempt/Salaried
Salary Range:	Annual Salary is commensurate with experience and education

Summary:

The Rape Crisis Center leads a talented team of experts from the fields of victim services, crisis intervention, education, and public policy. With a solid reputation for our 24/7 responsiveness and quality services/service delivery through partnerships and collaborations at the local, state, and national levels, the Rape Crisis Center has become the leading anti – sexual violence organization. As the sole organization devoted to the issues of sexual assault and violence in Bexar County, we are continuing to position and leverage resources that will expand our capacity to respond to sexual violence and abuse.

Position Summary:

The Rape Crisis Center Executive Director (ED) is responsible for the successful leadership and management of the organization. Under the strategic direction of the Board of Directors, the Executive Director leads programs and initiatives of the The Rape Crisis Center, as well as, identifies and secures key community partners, benefactors, and supporters within the community. Requires the flexibility to respond to developing crisis and other urgent matters, as deemed necessary. (This position is subject to random drug testing and the testing is a required condition for employment.)

Responsibilities:

Leadership & Management

- Leads, manages and oversees the daily operations and business activities to ensure they produce the desired results and are consistent with the Vision, Mission, Values of the RCC overall strategy
- Recruits, retains, leads, coaches, and develops the organizations management team, staff, and volunteers
- Cultivates a strong and transparent working relationship with Board of Directors, policy makers, advisors & consultants, partnering organizations, donors/benefactors, community leaders, and volunteers
- Conceptualizes, develops, and implements long – term and short – term organizational goals
- Leads executive and legislative advocacy advancements on behalf of the RCC constituents and constituency
- Develops and implements effective decision – making processes that enable RCC to achieve long and short term program goals and objectives
- Leads, promotes and serves as a subject matter expert in all initiatives/policies/laws advocacy efforts
- Fosters relationships with local, state, and national leaders and governmental bodies/agencies

Community

- Serves as lead spokesperson, expert, and advocate for RCC
- Fosters relationships and collaborative efforts with community, groups, organizations, governmental leaders/agencies, policy – makers, and donors/benefactors for the purpose of enriching awareness, creating support, and inspiring and expanding the scope of RCC

- Leads and directs the preparation, presentation, and communication of highly complex information and issues to non – specialist and community at – large
- Conceptualizes, organizes, leads, directs, and/or provides oversight of all capital campaigns, fundraising, and grant projects and donor support efforts.

Program Development

- Responsible for providing the direct oversight, development, implementation, and expansion of all programmatic related functions
- Collaborates with Board of Directors in defining and refining strategic visioning and program planning
- Directs and executes research, development, and authorship of public and private grant proposals, contracts, sub – contracts, and interagency agreements

Experience:

- A minimum of five years of supervisory experience required
- Demonstrated competence and understanding of fiscal frameworks, budgets, and finance
- Demonstrated competence in program planning, budgeting, forecasting, and fiscal framework monitoring
- Demonstrated interpersonal effectiveness, organization and managerial skills in non-profit administration, public relations and communications
- Proficiency in policy analysis and interpretation of highly complex information and issues
- Skilled in preparing, presenting, and communicating highly complex information and issues to non – specialist
- Demonstrated competence in fundraising and fund development

Knowledge, Skills and Abilities:

- Comprehensive knowledge of public management and public personnel administration organizational theories, principles, practices and techniques;
- Comprehensive knowledge of standards governing the organization, function and methods of operation of non profit entities
- Comprehensive knowledge of the laws, ordinances and regulations governing medical and mental health services for survivors of sexual assault,
- Comprehensive knowledge of budget preparation, governmental/grant finance and administration and allocation and management
- Must possess superior written, verbal, and interpersonal communication skills (sample may be requested)

Minimum Qualifications

- Bachelor's degree from a four-year accredited college or university, preferably in business administration, management, human resources, public relations, non-profit management or related field.
- Advance Degree preferred
- Must possess a valid Texas drivers' license.
- Must maintain and possess proof of current state-required automobile liability insurance.
- Must have daily access to an automobile.
- Must successfully pass a background investigation.
- Must successfully complete the Rape Crisis Center advocate-training program within six months of start date.

Physical Requirements & Working Conditions:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Moderate – Lifting, pulling, pushing up to 25 pounds, assisting and/or helping lift items or awkward weights; some bending/stooping, reaching above/below waist, lifting, walking, standing, kneeling, and pushing or pulling movements.

How to Apply:

Interested candidates should submit the following documents:

- Cover letter describing how your skills and experience meet the qualifications of this position and how you align to the Rape Crisis vision and mission.
- Professional Resume
- Professional and Personal References (3)
- Must be prepared to submit Certified College Transcripts

(Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. Transcripts must be either an official or student copy issued by the educational institution.)

All of the above documents should be emailed to:

The Rape Crisis Center
Attention: Executive Search Committee
Jobs@rapecrisis.com

The Rape Crisis Center is an Equal Opportunity Employer. We value a diverse workforce and inclusive workplace. People of color, people with disabilities, and lesbian, gay, bisexual, and transgender people are encouraged to apply. We consider all applicants without regard to race, color, religion, creed, gender, gender identity, gender expression, national origin, age, disability, socio-economic status, marital or veteran status, pregnancy status or sexual orientation.