



Position Announcement
Executive Director
Family Abuse Services, Alamance County
Burlington, NC

Applications will be accepted until position is filled.

Executive Summary

[Family Abuse Services](#) seeks a compassionate and thoughtful Executive Director, a skilled organizational builder who will lead with creative vision, solid financial and management skills, and a deep commitment to collaboration with community agencies serving victims of abuse.

This position is the senior management executive responsible for overseeing the planning, design, development, implementation and administration of all strategic and day-to-day operations, functions and activities to achieve the organization's mission with and for the residents of Alamance County and the broader population as appropriate. The position reports directly to the Board of Directors (Board) and leads a staff of 16 full time and 11 part-time employees and over 150 volunteers, as well as cultivates and maintains collaborative relationships with numerous community partners

Core responsibilities include: Board Collaboration, Organization Mission and Strategy, Financial Performance and Reporting including Fund Raising, and Community Outreach including Educational Programs and Marketing.

About [Family Abuse Services](#)

Family Abuse Services of Alamance County, Inc. is committed to creating a community free of intimate partner and family violence. The agency is collocated in the Alamance County Family Justice Center, along with a number of other agencies who are there to serve victims of violence.

The organization's extensive preventive, educational, walk-in and 24-7 support services include: Safe Shelter, Court Advocacy and Accompaniment, Lethality Assessment Program, Community Education and Prevention, Emergency Crisis Line, Elder Abuse, Support Group, Supervised Visitation and Safe Exchange. Services provided include walk-in service for over 1,100 clients; housing and shelter for over 5,600 nights, court advocacy with almost 400 clients and responding to over 4,300 crisis calls in English and Spanish languages, as required.

The 2021 annual budget is approximately \$1 million, mostly from federal, state and county grants.

The Opportunity

Family Abuse Services' new Executive Director will join a team of passionate professionals and volunteers. The next leader will bring to the team a spirit of inclusion, integrity and transparency; proven fundraising expertise; a strategic and collaborative management style; and a drive to understand the needs of the individuals and communities that the organization serves.

More specifically, the Executive Director will provide:

Board Collaboration

- In partnership with the Board, develop Family Abuse Services' (FAS) mission, strategic plans and financial requirements that meet business goals and objectives for client services.
- Seek board involvement in fundraising and to increase the overall visibility of the organization.
- Communicate regularly and effectively with the Board to provide timely and accurate information to facilitate proper Board function and informed decision making.
- Assure administrative assistance is provided to the board and board committees.

Organization Mission and Strategy

- Plan, develop, and monitor implementation of family abuse prevention, intervention, and educational programs as well as emergency crisis counseling, court advocacy services, and safe shelter facilities for victims in Alamance County.
- Determine operational and financial requirements.
- Develop and maintain contact with funding sources and resources including public and private granting agencies to ensure the financial health of the organization.
- Develop and oversee public awareness and community outreach programs and events to further the FAS mission.
- Determine staffing requirements to assure a qualified engaged work force capable of achieving individual, team and/or organizational expectations.
- Determine work priorities, job responsibilities and budget availability to achieve established goals.
- Oversee, delegate and/or participate as needed in the hiring, training and development, supervision, performance discussions with and retention of employees.

- Ensure commitment to and compliance with all applicable laws and regulations. Review, monitor, and revise current and projected FAS program and agency policies, procedures, practices, and operations to ensure exceptional client services.
- Develop and implement outcome measures to ensure the efficacy of FAS' client service programs.
- Oversee the development and implementation of a standardized data collection system on domestic violence, crisis intervention and prevention effects.

Financial Performance, Fund Raising and Reporting

- Manage financial resources assuring fiscal integrity of all funds and contributions received.
- Prepare and submit to the Board a proposed annual budget and monthly financial statements.
- Assure the accuracy of monthly financial statements reflecting the financial condition of the organization.
- Maintain FAS in a positive financial position by adhering to the budget and ensuring maximum resource utilization.
- Evaluate and contact a variety of potential and existing donors and funding sources from foundations, granting agencies and the like that support domestic violence, sexual assault, crisis intervention and prevention programs.
- Oversee the development, implementation and reporting including budget management and communication with grant organizations for federal, state, local and private grant applications.
- Determine fundraising goals and oversee the design and implementation of community outreach and fundraising events.

Community Outreach including Educational Programs and Marketing

- Participate in and lead collaborative working groups and task forces for project specific initiatives that will improve services to clients.
- Maintain excellent collaborative community relationships and ensure the coordination of program and client services with many partners across Alamance County.
- Develop and communicate volunteer and internship opportunities for county residents and college students.
- Act as the public speaker and public relations representative for the organization in ways that strengthen its community profile.

Education, Knowledge, Skills and Abilities

A. Minimum Learned Skills and Abilities Required

- Excellent communication skills to present information in a timely manner in spoken and written form to cross-communicate among diverse groups; respond to questions from co-workers, clients, suppliers, donors and Board members; and facilitate problem resolutions.
- Proven ability to lead and direct staff, partners, volunteers, and donors toward meeting the organization's vision, mission, and strategic goals.
- Excellent analytical skills to understand root causes, and effectively apply the dynamics and prevention strategies for intimate partner violence, including empowerment-based advocacy and trauma informed approaches to program design.
- Solid understanding of primary prevention principles and evidence-based prevention strategies for eliminating domestic and intimate partner violence. Demonstrated ability to use evidence-based or evidence-informed programs, systems and ideas to achieve the mission and goals of the organization.
- Proven success in working with other agencies, departments, tribes and organizations at the local, state and national levels to achieve common goals.
- Experience effectively maintaining a healthy productive work environment for staff that encourages professionalism, respect, equality, diversity, and continuous improvement.
- Ability to manage large state and federal grant programs, including writing grant applications and developing annual reports.
- Visionary leadership background and skills, including the ability to help guide other organizations and implement conflict resolution if needed.

B. Minimum Education Requirements

- Graduation from an accredited 4-year college or university with a Bachelor's degree in human services, community development, social welfare, public administration or social work. Master's degree preferred.

C. Minimum Experience Requirements

- Three years of professional community service program management experience including planning, development, delivery, and operation of programs or systems; budget development and fiscal management; program needs assessment and evaluation; strategic planning; development of regulations; coordination with program stakeholders; and supervision of professional staff.

To apply: In one document please submit a cover letter (including how you learned about this opportunity) and resume and send via email to:

Marcy Green
 Chair, Board of Directors and Search Committee
 Family Abuse Services
Familyabuseservicesofalamance@gmail.com

Salary range: \$65,000 - \$72,000 plus benefits, commensurate with experience and abilities. Three references will be required of finalists. A short presentation and writing samples may also be required from semi-finalists or finalists. Academic, credit, and criminal checks will be conducted before a final offer is made.

Non-Discrimination Policy

Family Abuse Services is committed to providing equal opportunity for all employees, applicants, and clients without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, political affiliation, personal appearance, family responsibilities, matriculation, or any other characteristic protected under federal, state or local law