



HAVEN Job Description

Revised 06/20/18

Name: _____

Date: _____

Job Title: President and CEO

Program: Administration

Job Level: E8

Reports to: Board of Directors

Employee Signature

Date Received

HAVEN's Mission:

To eliminate sexual assault and domestic violence and to empower survivors through advocacy and social change in and around Oakland County.

Position Summary:

Reporting to the Board of Directors, the HAVEN President / CEO has overall leadership, strategic, operational, financial and development responsibilities for the organization. Together, with the Board of Directors, the President / CEO will ensure HAVEN's reputation and relevance in the community; will accomplish and uphold the organization's mission, culture and values; and will fulfill the organization's responsibilities to its diverse constituents. The President / CEO will hold the authority and responsibility to carry out HAVEN's day-to-day operations in accordance with the direction set by the Board of Directors and in compliance with laws applicable to the operation of a non-profit organization.

Preferred Qualifications:

Proven experience in leading a non-profit organization or closely related role preferred. Successful in fundraising and development, reputational management and relationship building. Extensive working knowledge of non-profit regulatory requirements, financial management, budgeting and grant writing. Thorough comprehension of domestic violence and sexual assault and its underlying causes. Ability to work productively with a Board of Directors, business partners, donors and the various facets of the legal system. Master's degree in business administration, social work or related field. Experience in planned giving preferred.

Personal Characteristics:

Proven leadership skills. Ability to maintain composure in crisis situations. Views the world from a non-judgmental perspective. Demonstrates healthy self-assurance and confidence. Is truly compassionate toward the diverse populations HAVEN serves and enjoys working in a field where many cultures are represented. Has schedule endurance and understands that the agency demands a significant time commitment outside of regular business hours.

Responsibilities:

Agency Leadership:

- Plans, develops and establishes HAVEN policies and objectives in accordance with Board directives and the organization's mission and purpose.
- Confers with Board and senior staff to plan strategic direction, business objectives, projects and operational directives in order to fulfill organizational goals and achieve success.
- Ensures the execution of the agency's established strategic plans and business goals.
- Oversight of the planning, design, delivery and ongoing improvement of HAVEN's services and programs.
- Ensures evaluation, quality assurance and the meeting of the community's needs in the areas of domestic violence and sexual assault.
- Abides by and leads in the delivery of agency policies, procedures, contractual agreements and regulatory requirements.
- Responsible for creating and maintaining a healthy organizational culture, delivering on the agency's mission and upholding the agency's values.
- Responsible for the development of and adherence to the agency's crisis management plan and agency preparedness.
- Overall responsibility for the facilities, owned, leased or otherwise occupied for the delivery of services or associated work including compliance with health and safety rules and regulations.
- Continually strives to build the capacity of the organization.

Community Relations:

- Ensures that the organization and its mission, programs, services, staff and volunteers are consistently and positively presented to the community and to relevant stakeholders.
- Serves as HAVEN's primary reputational representative in the community and the protector of the organization's credibility.
- Along with the Director of Development, maintains and grows relationships with the media.
- Responsible for productive relationship building with business partners, courts, legislators, law enforcement, referral sources and other agencies.
- Plans and develops policies designed to improve the organization's image and relations with clients, staff, stakeholders and the public at large.
- Works diligently with community resources to impact social change in altering the response to domestic violence and sexual assault and the messages given by institutions to survivors, perpetrators and the community.
- Communicates to the community through the agency newsletter and blog.

Fundraising and Development:

- Along with the HAVEN Foundation Board of Trustees, oversees fundraising strategies, budget, regulatory compliance, fundraising policies and procedures.
- Oversees fundraising strategy and implementation, including the identification of resource requirements, researching funding sources, establishing tactics to approach funders, submitting proposals and administering fundraising records and documentation.
- Along with the Director of Development, is responsible for the cultivation of donor relationships, generating new relationships and maintaining current key donor relationships.
- Oversees the development and implementation of agency fundraisers including volunteer fundraisers ensuring agency compliance.
- Directs and coordinates financial programs in order to provide funding for new or continuing programs and operations while anticipating changing community demands for services.

Financial Management:

- Overall responsibility for proper fiscal management and financial statements ensuring the future success of HAVEN; initiating and expediting long-range financial planning processes.
- Recommends yearly budget for Board approval.
- Prudently manages the organization's resources within budget guidelines according to current laws, regulations and organizational needs.
- Monitors activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans as necessary.
- Directs processes to maximize returns on investments and increase productivity.
- Ensures organizational compliance in grant-specific funding requirements.
- Ensures that the Finance Committee and Board Treasurer have access to records and other information necessary.
- Ensures successful results and integrity of financial audits.

Human Resources Administration:

- Oversees the effective management of the human resources of the organization according to HAVEN policies and procedures in compliance with current laws, regulations and ethical standards.
- Supervises, coaches and evaluates the performance of the leadership team and other direct reports.
- Oversees the diversity of the staff at all levels of the organization.
- Responsible for ensuring that all HR programs including talent acquisition, rewards and recognition, performance management, orientation and training are current and effective.
- Oversees the agency staffing structure, job descriptions, job classifications and salary ranges to ensure they are effective in achieving agency goals.

Board Administration and Support:

- Plans, along with the Chairperson of the Board of Directors, the Board and the Executive Committee, the strategic direction of the organization.
- Works with the Chairperson of the Board on leading Board planning and leading Board meetings in order to effectively direct, grow and fulfill the goals of the organization.
- Supports operations and administration as directed by the Board of Directors.
- Serves on the HAVEN Foundation Board of Trustees.
- Provides guidance and necessary information to the Board for appropriate program adoption, policies and controls for HAVEN.
- Ensures that HAVEN's official records are retained and protected.
- Oversees recruitment and orientation for new Board members.
- Builds and maintains relationships with Board members.