



Call to Safety

Executive Director Job Description

Title: Executive Director
Program: All Programs
Hours: Approx. 40 hours per week; exempt position (Some nights, weekend, and on-call hours required)
Supervisor: Board of Directors Executive Committee
Compensation: \$80,000-\$90,000/annually BOE, 156+ hours paid time off, 10 paid holidays, and health insurance benefits, 401K plan

Position Summary: Ensure the fiscal health, sustainability, and overall operation of the organization and the implementation of goals in support of the mission to end domestic and sexual violence by supporting staff to provide confidential support services and education to empower our community.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability are equally affirmed into leadership and employment at Call to Safety and are joyfully welcomed.

GENERAL RESPONSIBILITIES

The Executive Director provides leadership and guidance to staff, in alignment with our mission, to end domestic and sexual violence. A primary objective of the Executive Director is to maintain a work culture that is healthy, supportive, and anti-racist. Also, utilizes trauma-informed, empowerment, and strength-based models. Under the supervision of the Board of Directors, the Executive Director shall have general charge, oversight, and direction of the affairs and business of Call to Safety and be responsible for managing the organization within the structure of the policies established by the Board. The Executive Director shall have responsibility for the employment, coordination, and discharge of staff and shall have authority to make contracts and expenditures for the agency within the Board-approved programs and budget.

Call to Safety is an intersectional feminist organization. Feminism involves ending oppression while focusing on creating a consensus with the support of a collective. Hierarchy focus on “superiors” and “subordinates” – needing permission from someone “above you” to take action. These two concepts are in opposition to each other *and* they both exist at Call to Safety. The Executive Director will lead the organization and its members to strive to be honest about these opposing concepts and work candidly through the challenges their combination creates. Each person’s role at Call to Safety is crucial to the greater good of the organization. There is not a hierarchy to the value of each position, and each Call to Safety member is critical to its functions.

Call to Safety is deeply committed to becoming an anti-racist organization. We recognize that as we live in a culture that is supported by white supremacy, our work towards racial justice will be on-going and in a constant state of becoming. Anti-racism is about action. It challenges all of us (particularly white people) to not only actively resist white supremacy within our communities, or within our organization, but to also gain the courage to challenge white supremacy in ourselves. The Executive Director is tasked with leading Call to Safety’s efforts to become an anti-racist organization through action.

SPECIFIC DUTIES & RESPONSIBILITIES

A. Fiscal Management:

Oversee the day-to-day financial operations of Call to Safety. Operate Call to Safety business in accordance with generally accepted accounting principles and organizational procedures. Work directly with a contracted bookkeeper and auditor in preparation of the agency's annual independent review and take action to improve Call to Safety's

business practices based on recommendations from the independent auditor. Serve as the agency's liaison with granting sources and be responsible for the renewal and management of contracts made with funding agencies. Monitor all income and expenses, ensuring timely payment of expenses and prompt response to funders and donors. Update and keep the Finance Committee of the Board informed of ongoing financial issues and concerns. Ensure the preparation and revision of the annual budget and project budgets. In collaboration with the contracted bookkeeper, prepare and provide monthly financial reports to funding sources and the Board of Directors.

B. Development & Fundraising:

Establish and maintain positive relationships with public and private funding sources including government agencies, foundations, and donors. Identify new sources of individual, corporate, foundation, and government funding. Prepare, submit, and monitor funding applications. Using an annual development plan/calendar, with support of Development Coordinator, facilitate all Call to Safety fundraising efforts and identify or develop new fundraising methods. Current methods include direct mail appeals, fundraising and "friendraising" cultivation events, an annual donor campaign, and direct solicitation. Work with the Board of Directors, Development Committee, and Development Coordinator to ensure that Call to Safety's culture of philanthropy engages individuals throughout the organization.

C. Program and Operations Management:

Encourage and ensure high levels of quality in staffing and program standards relevant to each agency program. Ensure accessibility of services and work to increase participation and awareness in the community at all levels. Supervise ongoing programs and training for the program staff. Maintain a system of quality program record keeping and documentation for funding and organization planning requirements and act as the organization's Custodian of Records. Plan and implement new services and programs necessary to meet the most critical needs and to further the mission of Call to Safety to end all forms of interpersonal violence. Ensure that Call to Safety, its staff, and programs operate in compliance with all applicable local, state, and federal laws. Develop, maintain, and fulfill written contracts with other organizations when required and/or appropriate. Provide support as needed to the Advocacy Program staff, with special emphasis on alleviating the 24/7 on-call/back-up duties of the Director of Services and the Director of Sexual Assault Services.

D. Personnel Administration:

Recruit, train, support, and sustain quality employees to serve the agency goals and mission. Develop and utilize a well planned, equitable, and effective system for recruitment, selection, and maintenance of highly qualified staff, while including the Executive Committee of the Board of Directors for feedback and support. Gain a clear understanding of Call to Safety personnel policies and develop and utilize a set of procedures to address issues related to volunteers and staff. Develop and utilize an effective system of performance appraisal for all staff. Review time sheets for the purposes of payroll, leave records, and program management. Oversee personnel file management and compliance. Ensure the development and implementation of ongoing, in-service training programs. Provide staff backup, direct service support, and on-call support as needed for Call to Safety's 24/7 Advocacy Program.

E. Community Relations and Advocacy:

Promote public awareness of Call to Safety programs and services and awareness of the needs of survivors who seek the agency's services. Act as primary liaison to, and promote cooperative activities with, community agencies and organizations such as the New Day Program, the Oregon Coalition Against Domestic and Sexual Violence, and the Oregon Sexual Assault Task Force. Communicate effectively and regularly with other providers and the Call to Safety community regarding issues affecting survivors in both the local community and across the state. As appropriate, engage in legislative advocacy to highlight the needs and experiences of survivors. Actively participate in organizations and activities with statewide involvement and influences in promoting a higher level of services to the community. Manage and supervise all communications with the media and requests for interviews from local news sources are responded to in a timely manner.

F. Property/Resource Management:

Maintain in good repair the fixed assets and physical facilities used by Call to Safety. Ensure that sufficient facility space is available to appropriately house all Call to Safety organizational staff and programs, and coordinate efforts to maximize the efficient use of available space. Plan for and execute a relocation plan to accommodate Call to Safety's growth, which increases accessibility for staff, volunteers, and participants. Evaluate and respond to ongoing and emerging safety needs of the facility and remote work locations.

G. Agency Planning:

Oversee the organization's strategic planning process and implementation. Develop short and long range goals for all Call to Safety programs in conjunction with the Board of Directors and Coordination Team. Determine annual goals and provide quarterly updates as requested by the Board of Directors and/or funders. Implement new programs and services growing out of the strategic planning process.

H. Board of Directors:

Oversee the recruitment of Board members and provide necessary information to prospective Board members to ensure they are informed and committed to the organization's mission. Establish and maintain positive working relations with each member of the Board. Work with the Board of Directors to research and determine policies and be responsible for implementation of the policies. Communicate regularly to the Board regarding all important aspects of Call to Safety functions and operations, highlighting both achievements and areas of concern. Keep the Board informed of agency and staff needs to support the Board's decision making around policies and finances.

General Responsibilities – as a member of the Call to Safety staff, you are expected to assist with the following tasks, as needed:

- Attend bi-monthly staff and Coordination Team meetings and occasional retreats.
- Provide back-up and on-call coverage for the crisis line and hospital response as needed.
- Assist with chores and office responsibilities in a team approach.
- Other duties as assigned.

The Board of Directors may change these duties or outline additional responsibilities as necessary. *This position is an 'at will position' and none of the items outlined in this document should be construed as a contract of employment.*

Qualifications – Required

- Five or more years in a leadership role that includes supervision of direct reports.
- One year of experience with nonprofit management and working with a Board of Directors.
- Experience developing and managing budgets (including grant, programmatic, or organizational budgets).
- Commitment to creating a healthy work environment that is dedicated to ending domestic and sexual violence, white supremacy, and all other forms of oppression.
- Philosophy compatible with Call to Safety mission statement, organizational values, and commitment to anti-racism work.
- Commitment to being a survivor-led organization that utilizes an empowerment approach to support survivors in seeking safety and healing with the belief that each survivor is the expert of their own life.
- Commitment to creating a work environment that is trauma informed.
- Excellent verbal and written communication skills.
- Experience and comfort with conducting direct solicitation and fundraising.
- Experience researching and securing funding opportunities, including private foundations.
- Ability to lead strategic planning and implementation.
- Demonstrated ability to problem solve and be proactive; and to prioritize and handle a variety of projects simultaneously.
- Commitment to building a multiracial, diverse team.
- Ability to coach, counsel, supervise, and evaluate job performance of staff in a timely and constructive manner.
- Ability to effectively present information to community audiences about Call to Safety services and projects.
- Ability to maintain confidentiality.

- Strong computer technology skills, including Microsoft Publisher, Excel, Outlook and Word. Ability to learn new technology systems and implement within scope of duties.
- Reliable access to transportation

Qualifications – Preferred:

- Three or more years of experience working at a domestic and/or sexual violence organization.
- Experience with anti-racism work
- Experience with conflict management and/or transformative justice
- Experience or knowledge of the sex industry

Employee Signature | Date

Supervisor Signature | Date