**Job Description -**

**EXECUTIVE DIRECTOR**

**Hired by: Board of Directors**

**Reports to: Board of Directors**

**Exempt**

**The Position**

The Executive Director has overall responsibility for the day-to-day operation of Riverview Center, execution of short- and long-term goals approved by the Board, and the agency’s over-arching Mission. The Executive Director, working with and through direct reports and others, ensures that client services are delivered in a timely, professional and efficient manner. The Executive Director is responsible for the agency’s programs, budget, public image and interactions. The Executive Director maintains and builds knowledge of the fields in which the agency provides services as well as other areas vital to the position, such as fund-raising social media, and best practices.

## Reporting Relationships

Reports to the Board of Directors. Leads a team of approximately 40 staff members with direct supervision of program directors. Works closely with contracted professional services providers.

## Responsibilities

**Leadership & Management**

* Oversees the agency’s day-to-day operations within the Board-endorsed policies, strategic plan and financial budget.
* Leads and motivates a team of approximately 40 staff members. Provides thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
* Works directly with the program directors to oversee the day-to-day operations of all programming including domestic and sexual assault services and education programs.
* Ensures local and regional programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommends timelines and required resources to achieve strategic goals.
* Actively engages and energizes staff, volunteers, board members, event committees, alumni, partnering organizations, and funders.
* Directly or through delegation, ensures that the agency is regularly represented at Regional meetings of major funders, such as state agencies and United Way and others. As appropriate, within communities served.
* Contributes to a positive and professional working relationship with the board of directors. Regularly attends and serves as a resource to board and board committees, keeps the board informed of staff changes, donor details, successful campaign details, and areas where the staff feels help is needed.
* Recruits and retains, leads, coaches, and develops staff members, with an emphasis on those under the Executive Director’s direct supervision.
* Implements and maintains effective systems to evaluate programs and measure their results. Communicates results to the Board, funders, and other stake-holders.
* Ensures fulfillment of all legal requirements for the organization, including but not limited to insurance, taxes and licenses, financial obligations, and policies as required by the Board and federal, state, and local entities.

**Development and Communication**

* Develops and works with board of directors on short and long term strategic planning.
* Responsible for developing initiatives to enhance agency income through fundraising and setting procedures to insure the efficient use of funds for current and future programing needs of the agency.
* Develops communication and marketing plans to enhance the agency’s image, public awareness, development and fundraising success.
* Serves as the primary public representative for Riverview Center on day-to-day programming.
* Remains active and visible in the regions the agency serves in Illinois and Iowa.
* Maintains a consistent and professional working relationship with major funding partners in the government and non-profit arenas, as well as agencies in the region and states providing similar and complementary services.

**Planning & New Business**

* Designs strategic plans and, following Board approval, executes them.
* Builds and maintains partnerships in new and existing markets, including those with funders, political and civic leaders, non-profit agencies and private and foundation donors.

## Qualifications

The Executive Director will demonstrate complete commitment to Riverview Center’s mission to create a community free of violence. The Executive Director will have proven experience and positive results in the areas of leadership, management, development and fundraising as well as familiarity with social services (with experience in sexual assault and/or domestic violence services preferred).

**Other qualifications include:**

* Advanced degree, with at least 10 years of management experience; a history of effective leadership of a performance- and outcomes-based organization and staff; experience in developing and instituting strategic planning.
* Commitment to quality programs and qualitative and quantitative program evaluation.
* Proven track record in organizational management, including coaching and developing staff, setting and achieving strategic objectives, and managing budgets.
* Success in working, and cultivating relationships with, a Board of Directors.
* Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
* Strong written and verbal communication skills.
* Skill in interpersonal and multidisciplinary project skills
* Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
* Ability to work effectively in collaboration with diverse groups of people.

**Additional position requirements**

* Completion of 64-hour sexual/domestic assault training.
* Advanced Sexual Assault training is required in Iowa at the 6 months to one year mark to achieve Iowa Sexual Assault Certification in Iowa. This certification is renewed every 2 years by maintaining continuing education requirements.
* Ability to work flexible hours, including evenings and weekends as necessary.
* Valid driver’s license and proof of insurance.
* Regular travel around the Riverview Center’s 16-county service territory is required.

**Work Environment**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description for **Executive Director** and understand the responsibilities of this position.

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Signature of Employee Signature of Board Chairperson

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Date Date

Riverview Center is an equal opportunity employer and service provider