

**Family Justice Center of Washington County**

# Executive Director Position Description

# The Family Justice Center of Washington County (FJC) provides a welcoming, collaborative space for survivors of domestic violence and their children to receive a wide range of services in one location to help them find hope and healing. FJC is a multi-agency, multi-disciplinary Center designed to provide comprehensive and coordinated services. The organization, founded in 2015, is seeking its first Executive Director.

# The Executive Director will have overall management responsibility for FJC’s services and activities, including ongoing funding, development and maintenance of collaborative relationships, leadership in advancing FJC’s mission and vision, fiscal management, and facilitating inclusive and comprehensive service delivery to survivors.

# This position requires excellent communication, interpersonal, organizational, conflict resolution, and leadership skills. The Executive Director will work both independently and in collaboration with FJC partners, and under the leadership of FJC’s Board of Directors. The position requires extensive knowledge of domestic violence issues, trends, and best practices in the field.

# Job Location

# The new Family Justice Center of Washington County will be located at 735 SW 158th in Beaverton Oregon.

# Essential Functions

# Establishment and maintenance of strategic partnerships with nonprofit, religious, and government agencies

# Frequent communication with partners, survivors, community members, Board members, government officials, and funders

# Maintenance of relationships with national FJC leaders and colleagues

# Development and evaluation of FJC programs and services

# Development and implementation of FJC policies and procedures

# Hiring and supervision of FJC staff

# Budget development and management

# Grant writing and other fund development

# Administration of grants and contracts

# Minimum Qualifications

# Bachelor’s Degree (Master’s Degree preferred) in a relevant field

# Demonstrated knowledge of domestic violence programs and services

# Demonstrated ability to establish and maintain effective working collaborations with on-site and off-site partners, as well as with the community at large

# At least five years of supervisory experience

# Excellent written and oral communications skills

# Demonstrated fund development success

# Demonstrated ability to foster and drive a diverse collaboration

# Flexibility and problem-solving capabilities

# Successful candidate must submit to and pass a background check

# Compensation

# $80,000.00 per year, full time, benefits negotiable

# How To Apply

# Email a resume and cover letter describing why you want this job and why you think you are a good candidate to [info@fjcwashco.org](mailto:info@fjcwashco.org)

# Thank you.