**Now Hiring: The Harbor, Inc. Executive Director**

**About the Agency**

The Harbor, Inc. located in Clatsop County service victims and survivors of domestic violence, sexual assault and stalking is a small and dynamic community-based non-violence advocacy program headquartered in Astoria, Oregon. Our mission is to provide advocacy, prevention, support and self-determination and hope for survivors of domestic violence, sexual violence and stalking. We believe everyone possesses the ability to foster healthy relationships. We value everyone’s right to self-determination regardless of their age, gender, race, color, national origin, immigration status, religion, ability, familial or marital status, sexual orientation, gender identity, or source of income.

We offer advocacy, education, and support for our community members to live lives free from violence. We practice confidentiality, utilize trauma informed care, and strive to treat everyone with respect and dignity.

**Position Description**

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation The Harbor, Inc.; protection of the organization’s financial assets; ensuring compliance with board directives and applicable grantor, federal, and state requirements; and ensuring The Harbor, Inc. functions in service to its mission in accordance with its strategic plan.

**Compensation:** 40 hours a week, Exempt, pay commensurate with experience, includes health benefit stipend and paid time off

**Reports directly to the Board of Directors**

# Qualifications:

* Minimum of a Bachelor’s Degree in one of the following areas: education, sociology, women’s, ethnic or gender studies, human services, social work, public health, counseling, communications, psychology or other related fields preferred. Or, equivelant experience in the field in lieu of educational requirement.
* Must have experience in non­profit management
* Three years’ experience in supervision of staff, the ability to coordinate many people with varying skills and abilities
* Experience and knowledge of planning, budgeting and monitoring expenditures and reviewing fiscal statements
* Experience in grant writing
* Have excellent written and oral communication skills, conflict resolution, problem solving and organizational skills
* Strong computer technology skills, including Microsoft Word, Excel, and. Ability to learn new technology systems and implement within scope of duties
* Ability to work in a cooperative team manner and to follow directions and program policies
* Ability to work cooperatively with the Board of Directors
* Strong Commitment to Trauma Informed Care and Trauma Informed Leadership
* Spanish-speaking bilingual, bi-cultural skills preferred
* Must be willing and available to work flexible hours
* Must be able to travel to out of town meetings and trainings
* Ability to lift up to 20 lbs
* Ability to pass a background check
* Valid driver’s license and a working, insured vehicle
* Oregon Food Handlers Card (or ability to acquire)
* Current CPR and First Aid Certification (or ability to acquire)

# Essential Duties and Responsibilities:

1. **Operations:** Ensure effective delivery of all programs and services. Work to continuously evaluate all program functions for effectiveness and relevance to The Harbor’s mission and the community served. Ensure teamwork among the staff and community partners by creating an environment that encourages and promotes open communication, accountability, and clarity of direction. Recruit, hire, and develop a highly functioning team. Take corrective actions with staff when necessary or directed. Participate in Victims’ Advocacy Services when necessary.
2. **Fiscal:** Fiscal management including development of organizational and program budgets, monitoring center expenditures and assets, and reporting to the Board of Directors and applicable funders.
3. **Public Relations:** Represent The Harbor, Inc. with passion to many varied stakeholder groups. Provide public speaking, training, and outreach. Develop and oversee effective marketing campaigns. Build and maintain relationships with community partner organizations, the media, funders, volunteers, and the community at large.
4. **Strategy/Planning:** Work with the Board of Directors, staff, clients, and community partners to develop strategic and operational plans. Provide leadership in structuring the planning process, developing strategic direction, ensuring needed financial support, and communicating results.
5. **Fund Development:** Build relationships with State and Foundation funders, local donors, private businesses, and community groups. Provide direction and hands-on involvement for fund development efforts including grant-writing, in-person direct solicitation, and monetization of programs and services where possible.
6. **Board Relations:** Work closely with the Board of Directors in developing strong and ethical written policies and strategies for operating the organization. Provide regular communication to the board and staff regarding operational results and effectiveness.
7. **Other Duties as Assigned by The Board of Directors**

To apply, send resume, cover letter, and separate page with answers to the questions – “What does Trauma Informed Leadership mean to you?” and “What are the three most important skills in developing a small non-profit organization and why?”

Please send to [sue@harbornw.org](mailto:sue@harbornw.org); [msmindystokes@gmail.com](mailto:msmindystokes@gmail.com); ldhutton50@hotmail.com. Place the job title in the subject line. Position is open until filled.

Your resume must clearly show your qualification for the position in order to receive further consideration. During any phase of the hiring process, applicants with disabilities who need reasonable accommodation to assist them to demonstrate their qualification to perform the duties of the job should inform the Executive Director. Prior to hiring, candidates may be required to pass a pre-employment background check, and show proof of eligibility to work in the United States.

This announcement is general descriptive of the duties and qualifications for the job. It is not to be construed as an express or implied contract. The Harbor, Inc. is an Affirmative Action/Equal Opportunity Employer.