



# SAFE HARBORS



We strive to build a community free of violence through prevention and by advocating alongside those experiencing domestic violence, sexual assault, and stalking.

## WE ARE LOOKING FOR AN EXECUTIVE DIRECTOR

**Salary:** \$55,000 - \$60,000 yearly DOE

**Benefits:** Fully paid medical, dental, vision, 401k option and unlimited flexible paid time off.



We are open Monday - Friday, 8am to 5pm.

The schedule for this position can be flexible to accommodate families and travel requirements.



## WALLOWA COUNTY IS A RURAL COMMUNITY FULL OF ADVENTURE FOR ALL



We are a remote mountainous county in the northeast corner of Oregon. Wallowa County is the 9th largest county in the state, spanning 3,200 square miles with a widely dispersed population of 7,200 people. The four incorporated cities, Wallowa, Lostine, Enterprise, and Joseph comprise 58% of the population, while the remaining 42% is scattered throughout the more rural areas.

## POSITION DETAILS

The objective of the Executive Director (ED) is to support and further the mission and core values of Safe Harbors by overseeing staff and programs to ensure appropriate service delivery. The Executive Director of Safe Harbors is the chief operations executive and serves as advisor to the Board of Directors and as liaison between Shelter staff and the Board. The ED is responsible for procuring funding for the organization; financial and program management and planning; establishing and fostering relations between social services, justice and law enforcement agencies; and garnering public support for the mission of the organization.

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### ESSENTIAL DUTIES

- Serving as Safe Harbors primary spokesperson to the organization's constituents, the media and the public and establish and maintain relationships with other organizations.
- Update and create protocols as they relate to client contact and services, and as needed to meet all the needs of the organization while ensuring client confidentiality.
- Plan for and procure funding needed to support the overall functions of the organization.
- Prepare grant applications and maintain appropriate files and documentation in compliance with funding sources. Review and approve contracts for programs and services.
- Board of Directors interaction: Maintain appropriate files and documentation required for the oversight of the BOD. Keep the BOD informed with all: grant writing, reporting and management; and other grant related information. Communicate through director/staff reports, email, phone and in person at the monthly board meetings.
- Develop the annual budget with support from the fiscal manager and BOD budget committee. Present the budget to the BOD for approval. This includes predicting future budgetary needs.
- Work closely with the Programs Director to provide program leadership and ensure adherence to program goals, objectives, and outcomes. Evaluate program performance and satisfaction through input from clients, staff, the BOD, and the community.
- Oversee all Human Resource functions including overseeing and/or the onboarding and training of new staff while ensuring all required training is completed. Resolve staff conflicts and terminate staff employment when necessary.
- Ensure the planning and implementation of the organization's official Strategic Plan.

### SKILLS AND BASIC QUALIFICATIONS REQUIRED

- Knowledge of domestic violence, dating violence, sexual assault, stalking, human trafficking.
- Strong understanding of how to effectively advocate for clients, staff, and the organization.

- Ability to work independently, is self-motivated, and takes initiative.
- Has excellent leadership skills.
- Strong organizational and computer skills.
- Cultural responsiveness; recognition of and respect for diversity.
- Creative and innovative thinking. Honest and has integrity.
- Attention to detail and strong organizational and time management skills,
- Handle multiple priorities and remain calm in stressful situations,
- Able to work effectively in a nonprofit environment,
- Able to work in a busy office with frequent interruptions.
- Valid driver's license, insurance and access to regular transportation is required.
- Criminal background check required.
- Must comply with all policies and safety regulations including our drug and alcohol policies.
- Agree, in writing, to maintain confidentiality of clients, staff, and the agency.
- This position requires occasional travel to state and federal meetings, trainings, and conferences, as well as the ability to work a flex schedule to accommodate fluctuating workloads, events and client crises.

## **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in social work or related field. Or minimum of 3 years of supervisory experience in a social service program or agency.
- Experience working with survivors of domestic violence, sexual assault and stalking.

The USDOJ and Safe Harbors are equal opportunity providers and employers.