

**JOB TITLE: Executive Director**

**ORGANIZATION: MCADV**

**REPORTS TO: Board President**



## **JOB SUMMARY**

The Executive Director's primary purpose is to provide strategic and operational leadership to ensure Mississippi Coalition Against Domestic Violence (MCADV) achieves its mission. The Executive Director is responsible for the overall management and direction of MCADV which includes development, program administration, financial management, grant writing and grants management. This position requires regular in-state and out-state travel. Reporting to the Board of Directors, the Executive Director is the leader of the organization and is responsible for guiding and directing the activities of MCADV by centering the survivors we serve throughout the state. Additionally, the Executive Director ensures the achievement of short and long-term strategic, programmatic, and financial goals, as well as the delivery of quality services by staff. MCADV works to foster change in economic, social, and political systems and bring leadership expertise and best practices to Mississippi domestic violence programs and communities engaged in ending domestic violence across the lifespan. The Executive Director is responsible for overseeing all operations, ensuring all policies and guidelines established by the Board of Directors are upheld.

## **ORGANIZATIONAL DEVELOPMENT & LEADERSHIP**

Provides leadership and manages efforts to achieve the goals and mission of MCADV. This position is responsible for assessing the needs of MCADV through a social change lens to bring about change through advocacy, technical assistance and public awareness.

Ensures the MCADV has adequate resources (personnel, contracts, policy, technology, etc.) and funding available to support its mission and strategic plan.

Guides, motivates, supervises, and maintains a highly effective, productive, and cohesive organization with leadership/technical expertise and operational skills.

Oversees regular program evaluation processes, including compliance with federal, state, local and funder regulations.

Maintains a current knowledge of significant developments and trends in the domestic abuse movement by participating in national and statewide convenings to maintain a knowledge of trends and best practices.

## **COLLABORATION WITH COALITION BOARD OF DIRECTORS**

Provides guidance for Board of Directors governance, committees, and meetings.

Keeps Board of Directors informed of ongoing financial, programmatic, and administrative functions of the Coalition.

Directs the preparation of the annual operating budget for recommendation and approval by Board of Directors.

Develops and implements policies as authorized by Board of Directors.

Ensures that the Board has the tools and information needed to fulfill its fiduciary responsibilities.

Assists Board of Directors to recruit Board members who embrace the mission, vision, and values of the Coalition.

## **FINANCIAL PLANNING AND MANAGEMENT**

Ensures adequate funds are available to permit MCADV to carry out work and conduct ongoing assessment of funding sources with respect to its needs.

Establishes relationships and gains funding from a variety of funders/funding sources (individual donor, federal/state funders, foundations, and corporate).

Oversees Fiscal Manager to develop, monitor, and maintain sound financial practices with knowledge of accounting systems and software.

Works with Fiscal Manager and Board Finance Committee to provide fiscal oversight and ensures proper accounting and financial internal controls are in place and effective.

Manages grant activities to ensure grant (federal, state, and local) requirements are met (programmatic and financial).

Facilitates grant applications to funding sources that support the MCADV's capacity building services, as well as submitting reports to funders.

## **COMMUNITY AND PUBLIC RELATIONS**

Acts as spokesperson to publicly promote the activities of MCADV, its programs, and goals, including by providing testimony at state and federal legislative bodies, and delivering keynote speeches and presentations.

Engages and build relationships with key stakeholders/advocates to ensure support and advocacy for the organization's goals and objectives.

Analyzes and advocates for domestic abuse issues to create strong partnerships and build networks of services and/or options which positively impact those affected by abuse across the lifespan.

Develop Policy and Legislative agenda and priorities (at the State and Federal level) to include effectively working and building coalitions with key legislators, lobbyists, advocates, allies, affiliated government agencies, community leaders, and other key influencers to achieve policy and legislative objectives.

Develops and maintains open communication and supportive working relationships with member programs to enhance their ability to deliver effective services.

## **HUMAN RESOURCES PLANNING AND MANAGEMENT**

Oversees the coaching, mentoring and supervision of staff, as needed, to ensure staff possess the skill sets needed to successfully complete their duties and responsibilities.

Oversees recruitment, employment, and release of paid staff, consultants, and volunteers; Oversees the development of job descriptions, implementation of regular performance evaluations and ensures that sound human resource practices are in place.

Determines staffing patterns necessary to accomplish the work of the organization.

Assists program staff in relating their specialized work to the overall work of MCADV.

Maintains a climate which attracts, retains, and motivates a diverse, quality staff.

## **QUALIFICATIONS**

Masters level degree required.

A minimum of five years of progressively responsible executive leadership experience including non-profit administrative experience in complex budgeting, staff supervision, fundraising, and working with, or on, a board of directors.

Demonstrated experience with grant management, implementation, and reporting.

Thorough knowledge of domestic abuse dynamics; A strong, strategic vision for the future.

Knowledge of legislative, legal, policy and practical day-to-day issues affecting domestic abuse victims and survivors at the local, state, and federal level.

Demonstrated ability to multi-task and work under tight or changing timelines; Disciplined time management skills to coordinate and prioritize own and others' activities, evaluate progress and provide feedback, and reallocate resources to complete activities within set deadlines.

The flexibility, adaptability, and ability to respond effectively to the demands of the moment; Dedicated, energetic and detail-oriented; thrives in a dynamic work environment.

Demonstrates strong analytic and strategic-thinking skills and ability to create and monitor complex plans and build them into strategies in a fast-moving, constantly changing environment.

Demonstrates public speaking at large scale events and clear communication skills on complex topics.

Strong team building and leadership skills to effectively manage MCADV activities through vision, strategic planning, and expertise.

Exceptional interpersonal skills to elicit commitment to, and advancement of, mission and strategic plan of MCADV.

This position requires some evening and weekend hours. In-state travel and occasional out-of-state travel is required. Valid driver's license and reliable transportation required.

### **HOW TO APPLY**

Please submit a cover letter and resume to [executivedirector@mcadv.org](mailto:executivedirector@mcadv.org). Detail your experience and how it aligns with the organization's mission. The posting will remain open until position is filled. Visit us at [www.mcadv.org](http://www.mcadv.org). NO PHONE CALLS.

### **EQUAL OPPORTUNITY**

MCADV seeks to provide an equal employment opportunity to all persons without regard for their race, age, color, physical handicap or disability, military service record, religion, gender, national origin, genetic information or any other legally protected category and to promote the full realization of equal employment opportunity.