

**Orange County Rape Crisis Center**  
**Position Description**  
**Executive Director**

*The Orange County Rape Crisis Center is a non-profit agency which has been serving the community since 1974. Services are confidential and include: a 24-hour crisis intervention service that provides support and assistance to sexual assault survivors, their families, and friends; information and referrals concerning the law enforcement, medical, and legal processes; support groups and individual counseling for sexual assault and child sexual abuse survivors; personal safety programs in both county schools systems; outreach and awareness programs for local agencies and groups; and efforts to change practices and culture to prevent sexual violence.*

*The following statements guide the Center's work:*

- *Mission statement: The Center mission is to stop sexual violence and its impact through support, education and advocacy.*
- *Vision statement: Center staff and volunteers envision a just and equitable world free of sexual violence and all other forms of oppression.*
- *Center values: professionalism, excellence, accessibility, social justice, community involvement, self-care and empowerment.*

The Executive Director position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends.

**Responsibilities:** The Executive Director is the professional administrator of the Center, responsible for all aspects of Center programs, services, and functions. The Executive Director is expected to model and encourage the Center's values.

Specific responsibilities include:

1. Staff Management

- Oversee leading, recruiting, hiring, training, motivating, supervising, and evaluating all staff of the agency.
- Assign special projects and delegate other responsibilities to staff and volunteers.

2. Fundraising/Grantwriting

- Work with Board of Directors and Development Director to assure adequate financial support for the agency.
- Write grant proposals, and report back to funding organizations.
- Contact and build relationships with major donors, including foundations, corporations and state and local governments in conjunction with the Development Director.
- Serve as Center's primary contact with the Triangle United Way, and as the Center's representative on its committees.

3. Policy Setting

- In conjunction with Board of Directors, develop Center policies and insure compliance therewith.
4. Program Planning and Implementation
    - Work with staff, Board members and other volunteers, and community members to analyze trends, project community service needs, and plan for the Center's response to those needs.
    - Work with staff to assess Center programs and services.
  5. Financial Management
    - Prepare, monitor and revise as necessary annual budget projection in conjunction with Finance Committee.
    - Manage grant funding.
    - Oversee all payroll and accounting functions.
    - Supervise bookkeeper.
  6. Board Support
    - Provide regular reports, support, and information to the Board of Directors.
    - Build a strong Board of Directors through training, relationship building.
    - Maintain regular contact with all committees of the Board.
    - Involve the Advisory Council in the Center's activities.
  7. Media and Community Relations
    - Serve as the primary media contact for the Center.
    - Actively encourage support for accomplishing the Center's mission, vision, and values.
    - Maintain the visibility of the Center by partnering with diverse community groups.
  8. General Management
    - Maintain nonprofit standards.
    - Oversee contracts and leases.
    - Manage Center facilities.

**Qualifications Required:**

1. Minimum of Master's Degree or Bachelor's degree with equivalent experience.
2. Strong organizational skills.
3. Strong public speaking, writing, and presentation skills.
4. Experience with grant writing and foundation proposals.
5. Experience fundraising with individuals, corporations, and foundations.
6. Demonstrated effectiveness in building coalitions and/or working on multi-disciplinary teams.
7. Experience in working with people from diverse backgrounds.
8. Experience managing, leading and supervising staff and/or volunteers.
9. Demonstration of cultural awareness, sensitivity and competency.

**Qualifications Preferred:**

1. Five years administrative experience in a nonprofit agency.
2. Experience working with issues of sexual/domestic violence.

3. Knowledge of human service network and system of care for survivors of sexual violence.

Responsible to: The Board of Directors of the Orange County Rape Crisis Center

Salary: Competitive in nonprofit field, commensurate with education and experience.

Benefits: Health, life and dental insurance; retirement investment plan; generous leave package.

*Because the Orange County Rape Crisis Center values diversity, we welcome and encourage applicants from diverse racial groups, including but not limited to African-American, Latina(o), American Indian, and Asian, and/or sexual orientations (e.g., lesbian, gay, bisexual, transgender), as well as people from different national origins, religions, ages, and disability status.*

To apply: Send a cover letter describing relevant qualifications, experiences and salary requirements; resume; and three references to: President, Board of Directors, Orange County Rape Crisis Center, P.O. Box 4722, Chapel Hill, NC 27515 or [president@ocrcc.org](mailto:president@ocrcc.org). Deadline for submission is March 26, 2010.

Updated February 16, 2010.