



Position Description: Executive Director

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include 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 work hours between 9 a.m. and 5 p.m. as well as frequent evening hours and occasional weekend hours.

Responsibilities: The Executive Director is the professional administrator of the Center, responsible for overseeing all aspects of Center programs, services, and functions. The Executive Director is expected to model and encourage the Center's mission, vision, and values. The Executive Director reports to an all-volunteer Board of Directors.

1. *Agency Management and Leadership*

- Oversee the hiring, supervision, and evaluation of all staff. Mentor and develop staff using a supportive, collaborative approach. Ensure ongoing collaboration between the Center's Community Education, Client Services, and Development and Communications teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Work with the Board of Directors and staff to drive organizational development and ensure that the Center's mission is fulfilled through programs, strategic planning, and community outreach. This includes a commitment to the Center's Racial Equity Strategic Plan.
- Implement and help manage the Center's budget, providing regular updates and information to the Center's Board of Directors.
- In conjunction with the Board of Directors, develop Center policies and ensure compliance.
- Maintain nonprofit standards (e.g. tax exempt status renewal, 990, and Guidestar).
- Oversee contracts, leases, and Center facilities.
- Serve as an active participant in making strategic decisions affecting the Center.

2. *Grant Management*

- In conjunction with the Director of Development and Communications, manage government, foundation, and corporate grant opportunities, including research, application, and reporting processes.
- Work with Administrative Team and program staff to monitor grant budgets and deliverables.

3. *Fundraising*

- Oversee the Center's fundraising efforts.
- In conjunction with the Director of Development and Communications, manage strategic efforts for the Center's ongoing capital campaign.
- Creatively seek new funding opportunities that align with the Center's mission and vision.

4. *Board Support*

- Provide regular reports, support, and information to the Board of Directors.
- Oversee the maintenance of a strong Board of Directors through assistance with recruitment efforts, participation in Board training, and relationship building.
- Serve as liaison between Board and staff.
- Attend all Board of Directors monthly meetings; attend Board's Committee meetings as needed.

5. *Public Relations & Media*

- Build and maintain relationships with community partners and diverse stakeholders (e.g. religious groups, marginalized communities, hospitals, and schools/universities) to increase support and awareness of Center services.
- Serve as the primary representative of the Center in media and public relations requests.
- Work with the Development and Communications Director to manage media requests.

Qualifications Required:

1. Master's Degree or sufficient combination of education and experience
2. Experience with fundraising and grant management for non-profits.
3. Demonstrated effectiveness in coalition-building and/or working on multidisciplinary teams.
4. Strong communication skills, including public speaking, writing, and presentation
5. Experience managing, leading, and supervising staff and/or volunteers.
6. Experience working with people from diverse backgrounds and a demonstrated commitment to equity.
7. Demonstration of cultural awareness, sensitivity, and competency.
8. Excellent time management skills
9. Self-awareness and sense of humor
10. Though experience in anti-sexual violence work is not required, this person should be open to learning about the subject and have a demonstrated commitment to growing the Center's anti-oppression efforts.

Qualifications Preferred:

1. Five or more years of management experience within the nonprofit sector
2. Experience working with the empowerment model in regards to survivors of trauma.
3. Knowledge of human service networks and systems of care for survivors of sexual violence.
4. Experience with individual and corporate donors, major gifts, and grant writing.
5. Experience working with state and federal grants.

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

Salary: Hiring range is \$60,000-\$65,000. Exact salary is dependent upon education and experience.

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

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans* people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.