



**Executive Director
Domestic Abuse Intervention Programs**

ORGANIZATIONAL SUMMARY: Domestic Abuse Intervention Programs (DAIP) is an international leader in developing programs and models, including coordinated community responses and criminal justice responses, batter education groups, and training curriculums and interactive training in these areas.

ANNOUNCEMENT: The ideal candidate to lead this ground-breaking organization:

- Is grounded in and has practiced the philosophy and approach of the Duluth Model;
- Is committed to working collaboratively with the board, staff and community partners to create and implement a vision for moving the agency forward and has demonstrated the ability to do so;
- Has developed a broad network of colleagues in the domestic abuse/domestic violence fields; and
- Has proven non-profit management skills, including but not limited to finance, program development, human resources management and fundraising/grantwriting.
- Has 5-7 years' experience leading an organization. Bachelor's degree required, Master's degree preferred.=

POSITION SUMMARY: The Executive Director leads DAIP by providing vision and direction; representing the organization in local, national and global communities; administering all programs, resources and operations; and overseeing strategic planning, program development, fundraising, administration and financial management. The Executive Director reports to the Board of Directors.

SALARY RANGE AND DESCRIPTION OF BENEFITS: \$95,000 - \$115,000 per year. Health insurance, no waiting period, no premium contribution for employee, \$500 annual deductible. Health insurance includes vision coverage. Dental insurance,



no premium contribution. Short and long term disability insurance. 3 weeks vacation per year for the first 5 years, starts accruing immediately; after 5 years of employment, 4 weeks per year. 15 paid holidays per year. 401k plan, vested immediately with 5% employer contribution after 1 year of service.

ESSENTIAL JOB FUNCTIONS:

ORGANIZATIONAL LEADERSHIP & DEVELOPMENT

1. Oversee the development and implementation of organizational vision and goals, in cooperation with the Board of Directors.
2. Work with Program Directors to create and implement program development strategies that improve the quality and effectiveness of DAIP's change and individual advocacy work and build upon strengths and synergies among programs.
3. Develop and oversee public awareness and community education.
4. Represent DAIP knowledgeably and professionally to government agencies, funders, media and the general public.
5. Supervise staff in accordance with personnel policies.
6. Nurture a stimulating and productive work environment defined by respect, diversity and professional development.
7. Manage program director personnel matters, including job descriptions, hiring, professional development, annual performance evaluations, conflict resolution and discipline.
8. Network with government, community, state and national agencies to stay informed about current and emerging developments within the field and provide information about DAIP's work.

FUNDRAISING

1. Ensure adequate funding for current operations and future growth.
2. Oversee creation and implementation of an aggressive, sustainable fundraising strategy for individuals, corporations, foundations, in-kind contributors and other donors.



3. Oversee research for, identification of, and submission of grant proposals to potential funding sources.
4. Maintain positive relationships with funders.

FINANCIAL MANAGEMENT

1. Report to and collaborate with Board Executive Committee to manage finances and ensure stability.
2. Work with financial director to ensure all DAIP programs adhere to financial policies and procedures.
3. Create and manage annual budgets.
4. Submit accurate, appropriate and timely financial information to the board of directors.
5. Ensure timely submission of financial and narrative reports to funders.

BOARD RELATIONS

1. Recommend to and collaborate with the Board of Directors on short-and long-range goals and policies that promote fiscal health and growth.,
2. Prepare and coordinate Board meetings and agendas with the Board Chair, present updated informational reports, and maintain proper records of meeting minutes.
3. Keep the Board informed of important developments, potential problems, and other information affecting the organization and/or its members.
4. Coordinate orientation/training of new Board members on organizational structure, mission, program priorities and responsibilities as a member of the Board of Directors.
5. Work with Board to identify board training needs and provide training opportunities to meet them.
6. Serve as a liaison between the staff and the Board, representing staff in board meetings and conveying important information from board meetings to staff.



KNOWLEDGE, SKILLS AND ABILITIES:

- Grounding in and understanding of Duluth Model philosophies for and approaches to social change that ends violence against women.
- Bachelor's Degree, Master's Degree preferred, and a minimum of 5-7 years success in non-profit management and program development. Experience in organizations with a mission related to ending violence against women is highly desired.
- Knowledge of legal and social issues affecting battered women and their families, especially women of color, immigrant women, poor women and other women who are often marginalized and have reasons not to trust service agencies or organizations.
- Proven enthusiasm for and ability to develop and maintain a diversified funding base through grant writing for government agencies, corporations, and foundations, fundraising events, and individual donor solicitations.
- Financial management experience for maintaining and managing an operating budget of at least \$1.5M.
- Experience with state and federal grant guidelines.
- Passion for and ability to clearly represent and present the mission and vision of DAIP.
- Supervisory experience in a team-based environment, a collaborative style and the ability to work with and inspire a diverse group of individuals both inside the organization and out in the community.
- Comfortable with and has the humility required to manage and collaborate among women and men of diverse backgrounds and perspectives.
- Ability to represent the organization and its work at the local, state, regional, national and international levels.
- Flexibility and skills needed to balance autonomy with accountability to the board.
- Excellent written and oral communication skills.