

**ABUSED ADULT RESOURCE CENTER
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

STATEMENT OF PURPOSE

Provides professional management of the Abused Adult Resource Center (AARC) including personnel management, fiscal management, public relations, fundraising, and program management and development. Accountable to the Abused Adult Resource Center's Board of Directors.

ESSENTIAL JOB FUNCTIONS

1. Board Governance:
 - Works with board in order to fulfill the organization mission and keep the Board adequately informed of the operations of the organization.
 - Provides information and recommendations to the Board concerning projects involving the organization, shelters and its facilities.
 - Attends meetings of the Board, Executive Committee and other committees.
 - Establishes organization's annual goals and objectives.
2. Organizations Mission and Strategy:
 - Responsible for implementation of organization's programs that carry out the organization's mission for activities that benefit abused adults and their children.
 - Responsible for strategic planning to ensure that organization can successfully fulfill its mission into the future.
 - Responsible for the enhancement of organization's image by being active and visible in the community, through education, as well as an advocate for the shelters, programs and abused adults and their children.
 - Maintaining a working relationship with statewide and national networks of shelters and other related community programs.
3. Financial Performance and Viability:
 - Responsible for fiscal integrity of the organization, which includes submission to Board of proposed annual budget and monthly financial statements.
 - Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Oversees all financial arrangements with funding agencies.
 - Institutes and maintains proper accounting procedures.
 - Responsible for fundraising and developing other resources necessary to support organization's mission.
4. Organizations Operations:
 - Responsible for the hiring and retention of competent, qualified staff, as well as dismissals and evaluations of staff.
 - Consults with staff about individual residents, staff and corporate activities.
 - Implements and ensures compliance with the personnel policies adopted by Board of Directors.
 - Provides for the proper procedures to ensure client confidentiality.
 - Safeguards and supervises data collection and client records.

- Oversees operation of all agency facilities, including the thrift store, shelters, Family Safety Center and headquarters.

Qualifications

- Bachelor's degree in a human service and / or Business / Management field, or must be a Licensed Social Worker with more than two years of experience in a domestic violence program.
- Strong commitment to the goals of the Abused Adult Resource Center.
- Preferred to have a minimum of five of years of experience with fundraising, administration, and employee supervision.
- Requires well developed communication skills and the ability to relate to a wide variety of people.