



Safe Haven of Greater Waterbury Executive Director Opportunity

Safe Haven of Greater Waterbury (“Safe Haven”), the state’s domestic violence organization designated to serve the Greater Waterbury, CT region, is seeking a new Executive Director to champion the work of the organization. Safe Haven assists domestic and sexual violence victims/survivors through a host of approaches to include a safe home, rapid rehousing, lethality and risk assessment, legal advocacy in civil and criminal court, hospital accompaniment, services to children, counseling and other supports. Safe Haven, a non-profit organization, is a member of the Connecticut Coalition Against Domestic Violence (“CCADV”) and Connecticut Alliance to End Sexual Violence (“The Alliance”); advancing systemic prevention and intervention efforts to assist domestic and sexual violence victims/survivors with the state’s other designated domestic violence and sexual violence organizations.

This is an exciting opportunity for Safe Haven, as well as the community in Safe Haven’s catchment area. This is a full-time position as outlined in the profile listed below.

Interested parties may send their resume and corresponding cover letter by February 22, 2023 to: safehavenedsearch@gmail.com.

Position Profile - Executive Director

The Executive Director is a strategic thinker who demonstrates strong management and leadership for victims of domestic and sexual violence including prevention and intervention supporting victim/survivor safety. This person shall function as the agency’s chief administrator and in that regard, provides clear direction and coordination for Safe Haven in such areas as service provision, fund development, community partnerships, policy, legislative initiatives, public awareness, program/project development and training. The Executive Director implements the mission of the organization and carries out the mandates of the Board of Directors.

Key Responsibilities

Personnel Management

1. Manages personnel matters including hiring, supervising and terminating, when necessary.
2. Ensures that all policies and procedures manuals and agreements of the organization are reviewed, updated and implemented.
3. Maintains accurate and timely personnel files and delivers annual reviews of staff.
4. Facilitates, attends and/or participates in in-service training sessions and Safe Haven staff meetings.
5. Provides staff development and growth opportunity to ensure continued organizational leadership and opportunity.

Financial Management

1. Oversees finances and the management of resources, including the development of the annual budget for approval by the Board of Directors.
2. Oversees monthly financial reports for Board review and approval.
3. Ensures the timely completion of the agency audit and that the agency is in compliance with all State and Federal regulations and filings.
4. Prepares various grant proposals from public and private sources to secure funds for Safe Haven.
5. Seeks new funding sources and grants to carry out Safe Haven's initiatives.
6. Ensures that all quarterly financial, statistical and programmatic reports required by funders are submitted accurately and in a timely fashion.
7. Negotiates and executes contracts with consultants and vendors on behalf of Safe Haven.

Board of Directors

1. Facilitates the administration of Board of Directors meetings, brings pertinent issues to the Board's attention, and carries out Board mandates.
2. Works collaboratively with the Board to achieve goals and objectives set forth in the strategic plan.
3. Serves on Board standing committees as requested by the Board President.
4. Works with the Board to identify and solidify new members and leadership.

Public Awareness/Relations

1. Facilitates the development of public awareness activities which serve to strengthen a broad understanding of the issue of domestic and sexual violence, services to victims and accountability to offenders for the region.
2. Ensures that printed and electronic materials are distributed to increase exposure of access to help and available services and resources to victims seeking assistance and the general public.
3. Establishes and fosters ongoing productive relationships with Local and State officials, corporate and foundation leaders, and community leaders and partners.
4. Initiates the development of Safe Haven's publications and PSA's.

5. Serves as chief spokesperson for Safe Haven and the issue of domestic and/or sexual violence around the region.
6. Directs localized media relations for Safe Haven by implementing media plans, issuing press statements as needed, building relations with media outlets, disseminating public service announcements and letters to the editor.
7. Oversees the development of reports, brochures and publications.

Strategic Planning

1. In partnership with the Board, develops and monitors strategy; ensures that the Board and management understand trends and emerging strategic opportunities.
2. Produces periodic strategic and annual operational plans, ensuring these are aligned.
3. Oversees the evaluation of strategic and operating plan results in partnership with Board and staff.
4. Acts as the primary liaison to CCADV and The Alliance and ensures Safe Haven staff and Board understand National and State strategies.

Fund Development

1. Ensures Safe Haven includes fundraising plans in annual operating budget that project revenue, as well as expenses related to fundraising. This should include but not limited to the following:
 - a. Fundraising events
 - b. Annual appeal
 - c. Appropriate grants
2. Staff fundraising event committees as appropriate.

Additional Responsibilities

1. Maintain certification regarding privileged (confidential) communications as a battered women's or sexual assault counselor under CGS 52-146k, as amended.
2. Travel is required for this position.

Qualifications

1. Strong leadership, management and fund development experience.
2. Must have an ability to manage multiple projects successfully.
3. Demonstrated experience in fiscal management, planning and program development.
4. Strong public speaking, communication and writing skills.
5. Demonstrated ability to develop and maintain cooperative relationships with diverse individuals and organizations.

This position is full-time employment exempt from the provisions of wage and hour laws. The scheduled hours for this position are flexible and meet the demands of the position including evening and weekend hours. This position requires working from Safe Haven's Main Office at 29 Central Avenue, Waterbury, CT.

Compensation

Commensurate with the experience and qualifications of the selected candidate, the salary range for this position is \$85,000 to \$100,000 annually. Safe Haven provides an excellent benefits package including a generous PTO plan, health, dental and vision coverage partially paid by the employer, in addition to life insurance and the option to contribute to a Tax Deferred Annuity through salary deferrals.

EDUCATION AND EXPERIENCE:

Master's Degree in human services, management, or related field plus five (5) years equivalent job-related experience is preferred. Equivalent experience may be substituted for educational requirements.