Safe Haven of Greater Waterbury

Executive Director Opportunity

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Safe Haven of Greater Waterbury ("Safe Haven"), the state-designated domestic violence organization serving the Greater Waterbury region, is seeking an experienced, visionary, and collaborative Executive Director to lead the organization in advancing its mission of providing safety, support, advocacy, and healing to victims and survivors of domestic and sexual violence.

Safe Haven provides a comprehensive continuum of services, including a 24-hour crisis hotline, emergency shelter, rapid rehousing and housing advocacy, lethality and risk assessment, legal advocacy in civil and criminal court, hospital accompaniment, services to children and families, counseling, advocacy, prevention education, and other supportive services.

For nearly five decades, Safe Haven has been a trusted resource in the Greater Waterbury community. The organization is a member of the Connecticut Coalition Against Domestic Violence (CCADV) and the Connecticut Alliance to End Sexual Violence (The Alliance), working collaboratively with state and community partners to advance prevention, intervention, victim/survivor safety, and systemic responses to domestic and sexual violence.

This is a full-time executive leadership position responsible for the overall administration, strategic direction, financial health, operational integrity, program effectiveness, personnel, fund development, community relationships, and public presence of Safe Haven. The Executive Director works closely with the Board of Directors and staff to ensure that the organization remains mission-driven, financially sustainable, compliant with applicable requirements, responsive to community needs, and positioned for continued growth and impact.

Interested parties may email a resume and corresponding cover letter by 11/16/2026 to

search@safehavenofgw.org.

Position Profile – Executive Director

The Executive Director serves as Safe Haven's chief executive and administrative officer and is responsible for the overall leadership, management, and operation of the organization.

The Executive Director provides strategic and operational leadership in the areas of victim/survivor services, emergency shelter operations, program development, personnel, financial management, fund development, grants and contracts, compliance, risk management, community partnerships, public awareness, legislative and systems advocacy, and organizational sustainability.

Working in partnership with the Board of Directors, the Executive Director translates the organization's mission and strategic priorities into effective programs, sound operational practices, responsible fiscal management, and measurable community impact.

The successful candidate will demonstrate the ability to balance strategic leadership with hands-on executive management, recognize emerging organizational and community needs, make sound decisions in complex and time-sensitive circumstances, and maintain a strong commitment to trauma-informed, survivor-centered, culturally responsive, and confidential services.

Specific Responsibilities

Executive Leadership & Organizational Management

1. Serves as the chief executive and administrative officer of Safe Haven and has overall responsibility for the day-to-day operation and administration of the organization.
2. Provides clear direction and leadership to ensure that all organizational activities remain consistent with Safe Haven's mission, values, strategic plan, policies, and Board directives.
3. Develops, implements, and evaluates organizational goals, priorities, policies, procedures, and operational plans.
4. Ensures effective coordination among programs, administrative functions, personnel, fundraising, finance, and external partnerships.
5. Identifies emerging organizational, community, regulatory, and service-delivery issues and develops appropriate responses.
6. Makes timely and informed decisions regarding organizational operations, resources, personnel, facilities, client safety, and risk.
7. Ensures that Safe Haven maintains an organizational culture that is trauma-informed, survivor-centered, equitable, professional, ethical, and respectful.
8. Represents Safe Haven in local, regional, state, and other professional settings and maintains a visible leadership presence within the community.

Personnel & Human Resources Management

1. Oversees all personnel matters, including recruitment, hiring, onboarding, supervision, performance management, professional development, corrective action, and termination when necessary, including post termination procedures.
2. Ensures compliance with applicable employment laws, regulations, funding requirements, and organizational policies.
3. Maintains current personnel policies, procedures, employee handbooks, agreements, job descriptions, and related documentation.
4. Ensures accurate, confidential, and timely maintenance of personnel records.
5. Oversees annual performance evaluations and establishes expectations for accountability, professional conduct, and performance.
6. Develops and supports staff professional development, succession planning, leadership development, and opportunities for advancement.
7. Ensures appropriate staffing levels and coverage for Safe Haven's programs and 24/7/365 crisis and emergency shelter operations.
8. Facilitates and/or participates in staff meetings, trainings, supervision, and organizational development activities.
9. Promotes employee engagement, retention, teamwork, communication, and a healthy organizational culture.
10. Responds appropriately to complex personnel matters, workplace concerns, and organizational conflicts.

Financial Management & Fiscal Oversight

1. Has overall responsibility for the financial management and fiscal integrity of the organization.
2. Develops the annual organizational budget in collaboration with appropriate staff and the Board of Directors.
3. Monitors revenues, expenditures, cash flow, restricted and unrestricted funds, and overall financial performance.
4. Demonstrates a strong understanding of financial statements, financial reporting, budgets, cash flow, and other financial information necessary to effectively oversee the organization's fiscal operations.
5. Oversees preparation and review of monthly financial reports for review by the Board of Directors and uses financial information to inform operational decisions, resource allocation, staffing, program development, and organizational sustainability.
6. Works closely with the organization's accountant and/or financial professionals to review financial activity, reconcile budgets to actual expenditures, identify discrepancies or emerging financial concerns, and ensure accurate and timely financial reporting.
7. Works with the Board Finance Committee and/or other appropriate committees regarding financial planning, forecasting, budgeting, and fiscal oversight.
8. Ensures timely completion of the annual audit, tax filings, financial reporting, and other required fiscal submissions.
9. Ensures compliance with applicable federal, state, municipal, contractual, grant, and organizational financial requirements.

10. Oversees the appropriate use and documentation of restricted funds, grants, donations, and other organizational resources.
11. Works collaboratively with program and administrative staff and the organization's accountant to ensure grant expenditures are accurate, allowable, appropriately allocated, adequately documented, and consistent with approved grant budgets and funding requirements.
12. Reviews and authorizes contracts, expenditures, purchases, and financial commitments consistent with Board-approved policies and organizational authority.
13. Works with financial professionals, auditors, funders, banks, and other financial partners as necessary.
14. Identifies financial risks and opportunities and develops strategies to maintain long-term organizational sustainability.

Grants, Contracts & Compliance

1. Leads the organization's overall grant development and funding strategy and is responsible for identifying, pursuing, and securing public and private funding opportunities that support Safe Haven's mission, programs, and strategic priorities.
2. Researches and identifies new and diversified funding opportunities from federal, state, and local government agencies, foundations, corporations, and other funding sources.
3. Develops, writes, and submits grant applications, proposals, letters of inquiry, renewal applications, and other funding requests, working collaboratively with program and administrative staff as appropriate.
4. Cultivates and maintains strong relationships with governmental agencies, foundations, corporations, and other current and prospective funding partners.
5. Oversees the organization's portfolio of public and private grants, contracts, and funding agreements.
6. Ensures that grant and contract requirements, deliverables, reporting obligations, budgets, and performance measures are understood and appropriately managed.
7. Oversees timely, accurate, and complete submission of required financial, statistical, programmatic, and compliance reports.
8. Works collaboratively with the organization's accountant and program leadership to ensure grant budgets and expenditures are accurately monitored, appropriately allocated, adequately documented, and consistent with grant requirements and approved budgets.
9. Monitors changes in funding requirements, regulations, standards, and best practices that may affect Safe Haven and its funded programs.
10. Ensures organizational policies and practices support compliance with applicable federal, state, and local requirements and funding standards.
11. Works collaboratively with program and administrative staff to identify compliance concerns and implement corrective action when necessary.
12. Oversees preparation for audits, monitoring visits, program reviews, inspections, and other funder or regulatory oversight activities.

13. Tracks grant opportunities, application deadlines, funding commitments, renewal requirements, and reporting obligations to ensure effective management of the organization's funding portfolio.
14. Develops strategies to diversify funding and strengthen the organization's long-term financial sustainability and capacity to maintain and expand services.

Program Leadership & Quality Assurance

1. Provides executive oversight of all Safe Haven programs and services.
2. Ensures that programs effectively address the needs of victims/survivors of domestic and sexual violence and remain consistent with evidence-informed and trauma-informed practices.
3. Monitors program performance, outcomes, utilization, service demand, and emerging community needs.
4. Ensures that programs meet applicable contractual, regulatory, accreditation, and funding requirements.
5. Works with program leadership to evaluate services and identify opportunities for improvement, expansion, collaboration, or restructuring.
6. Supports effective integration and coordination among emergency shelter, crisis intervention, advocacy, counseling, housing, legal advocacy, prevention, and other services.
7. Ensures appropriate policies and procedures are in place to protect client confidentiality, safety, dignity, and rights.
8. Oversees the collection, review, and appropriate use of program data to inform organizational decision-making, funding, quality improvement, and strategic planning.
9. Ensures that client and program information is maintained securely and in accordance with applicable confidentiality and privacy requirements.

Emergency Shelter, Safety & Risk Management

1. Provides executive oversight of Safe Haven's emergency shelter and other crisis-response operations.
2. Ensures that shelter operations are safe, secure, appropriately staffed, trauma-informed, and responsive to the needs of residents and their families.
3. Oversees policies and procedures related to emergency response, client safety, security, confidentiality, facility access, transportation, incidents, and other operational risks.
4. Responds to significant or emergency situations involving clients, staff, facilities, security, or organizational operations.
5. Ensures appropriate emergency preparedness, continuity-of-operations, and disaster-response planning.
6. Oversees organizational risk-management practices, including insurance, physical security, cybersecurity, incident response, workplace safety, and facility-related risks.
7. Ensures that significant incidents and emerging risks are appropriately documented, addressed, and reported to the Board, funders, insurers, or other authorities when required.

8. Maintains an executive-level understanding of the unique risks associated with operating a confidential-location emergency shelter and providing domestic and sexual violence services.

Board of Directors & Governance

1. Serves as the primary administrative liaison to the Board of Directors.
2. Works collaboratively with the Board President and Board committees to establish organizational priorities and ensure effective governance.
3. Prepares and/or oversees preparation of agendas, reports, financial information, program updates, and other materials necessary for informed Board decision-making.
4. Facilitates Board meetings and brings significant operational, financial, personnel, programmatic, legal, and strategic matters to the Board's attention.
5. Implements Board-approved policies, directives, strategic priorities, and decisions.
6. Works collaboratively with the Board to develop, monitor, and periodically evaluate the organization's strategic plan.

1. Supports Board recruitment, orientation, development, engagement, and succession planning.
2. Provides appropriate recommendations to the Board regarding organizational policies, financial matters, strategic opportunities, risk, and emerging issues.
3. Maintains a professional and productive relationship with the Board while ensuring appropriate separation between governance and day-to-day management.

Strategic Planning & Organizational Development

1. In partnership with the Board, develops, implements, and monitors organizational strategy and long-term priorities.
2. Ensures that the Board and management remain informed regarding trends, emerging issues, service needs, funding opportunities, legislative developments, and strategic risks.
3. Develops annual operational plans aligned with the strategic plan and organizational budget.
4. Establishes measurable goals and performance indicators and evaluates progress toward organizational objectives.
5. Identifies opportunities for program development, organizational growth, collaboration, innovation, and increased community impact.
6. Leads organizational change initiatives when necessary and communicates changes effectively to staff, Board members, funders, and other stakeholders.
7. Works to ensure Safe Haven remains responsive to changes in the domestic and sexual violence field and the evolving needs of the communities it serves.

Fund Development & Resource Development

1. Provides executive leadership for the organization's overall fund development strategy.
2. Develops and implements annual fundraising and resource-development plans in partnership with staff and the Board.

3. Cultivates and maintains relationships with major donors, foundations, corporations, government funders, community partners, and other stakeholders.
4. Participates directly in solicitation, cultivation, stewardship, sponsorship, and donor-relations activities.
5. Oversees grant development and identifies new public and private funding opportunities.
6. Supports major fundraising events and serves as an organizational representative at donor and community events.
7. Works with the Board to strengthen Board engagement in fundraising and resource development.
8. Seeks diversified revenue opportunities to strengthen Safe Haven's financial sustainability and reduce dependence on any single funding source.
9. Ensures that fundraising activities and expenditures are consistent with the organization's mission, ethical standards, and Board-approved plans.

Public Relations, Community Engagement & Advocacy

1. Serves as the chief spokesperson and public representative for Safe Haven.
2. Builds and maintains strong relationships with municipal, state, and federal officials; law enforcement; courts; healthcare providers; schools; businesses; nonprofit organizations; funders; media; and community leaders.
3. Represents Safe Haven in community, professional, coalition, and public policy settings.
4. Develops and supports public awareness initiatives addressing domestic and sexual violence, victim/survivor safety, prevention, and available services.
5. Oversees organizational communications, including public statements, publications, reports, educational materials, and digital communications.
6. Develops and maintains relationships with local and regional media and responds appropriately to media inquiries.
7. Communicates Safe Haven's impact, needs, accomplishments, and priorities to community stakeholders.
8. Promotes awareness of Safe Haven's services and appropriate pathways to assistance while protecting client confidentiality and organizational security.

Government, Legislative & Professional Relations

1. Serves as a primary liaison with CCADV, The Alliance, governmental agencies, and other statewide and regional partners.
2. Maintains awareness of legislation, regulations, public policy, funding initiatives, and systemic issues affecting domestic and sexual violence services.
3. Represents Safe Haven in appropriate legislative, governmental, coalition, and professional forums.
4. Collaborates with partner organizations to strengthen coordinated community responses to domestic and sexual violence.
5. Advocates for policies, resources, and systems that improve victim/survivor safety and access to services.
6. Ensures that the Board and staff are appropriately informed about significant state and national developments affecting the organization and the populations it serves.

Facilities, Technology & Organizational Infrastructure

1. Oversees the effective management and maintenance of Safe Haven's facilities, equipment, vehicles, technology, records, and other organizational assets.
2. Ensures that facilities are safe, secure, functional, and compliant with applicable requirements.
3. Oversees capital improvement, repair, renovation, and facility-related projects as appropriate.
4. Ensures appropriate organizational practices for information security, cybersecurity, technology use, records management, and data protection.
5. Works with staff, vendors, contractors, and consultants to maintain reliable organizational infrastructure.
6. Ensures that organizational continuity plans address critical facilities, technology, staffing, communications, and service-delivery needs.

Additional Responsibilities

1. Maintains required certification regarding privileged and confidential communications as a battered women's counselor or sexual assault counselor under Connecticut General Statutes §52-146k, as amended.
2. Maintains strict confidentiality regarding clients, employees, organizational operations, shelter location, and other protected information.
3. Represents Safe Haven professionally and ethically at all times.
4. Performs other duties and responsibilities consistent with the position of Executive Director and the needs of the organization.
5. Travel is required, including attendance at community, professional, governmental, coalition, fundraising, and organizational events.
6. The position requires flexibility and availability outside traditional business hours, including evenings, weekends, holidays, and response to significant organizational or emergency situations.

Qualifications

Required

1. Demonstrated senior-level leadership and management experience, preferably in a nonprofit, human services, public-sector, healthcare, behavioral health, victim services, or related organization.
2. Demonstrated ability to lead a complex organization with multiple programs, funding sources, stakeholders, and competing priorities.
3. Strong fiscal management experience, including budgeting, financial oversight, forecasting, and accountability for organizational resources.
4. Demonstrated experience with grant development, grant administration, contracts, fund development, and/or diversified revenue development.

5. Demonstrated experience supervising, developing, and evaluating employees and organizational leaders.
6. Strong strategic planning, organizational development, problem-solving, and decision-making skills.
7. Excellent written, verbal, public speaking, and interpersonal communication skills.
8. Demonstrated ability to develop and maintain effective relationships with diverse individuals, organizations, public officials, funders, community partners, and other stakeholders.
9. Demonstrated ability to manage confidential and sensitive information with discretion and sound judgment.
10. Ability to effectively manage multiple complex priorities in a fast-paced and occasionally high-pressure environment.
11. Commitment to trauma-informed, survivor-centered, culturally responsive, and equitable services.
12. Ability to work collaboratively while exercising appropriate executive authority and independent judgment.

Preferred

1. Advanced degree in human services, nonprofit management, public administration, business administration, psychology, social work, counseling, or a related field.
2. Experience working in domestic violence, sexual violence, victim services, behavioral health, human services, or another trauma-focused field.
3. Experience managing residential, shelter, crisis-response, or other 24/7 service operations.
4. Experience working with government contracts and state or federal funding.
5. Experience working with a Board of Directors and nonprofit governance.
6. Experience with organizational change, growth, program expansion, or restructuring.
7. Knowledge of Connecticut's domestic and sexual violence service systems and related laws, regulations, and funding structures.

Equivalent education and professional experience may be considered.

Employment Information

This is a full-time, exempt executive position not subject to the provisions of applicable wage and hour laws.

The Executive Director's schedule is flexible and must accommodate the operational and leadership demands of the position, including evening and weekend commitments and response to significant organizational or emergency matters when necessary.

Salary and benefits are commensurate with experience and qualifications.

Safe Haven of Greater Waterbury is an equal opportunity employer committed to diversity, equity, inclusion, and a workplace free from discrimination and harassment.