

New Hampshire Coalition Against Domestic and Sexual Violence

Executive Director Position Summary

The position: The Executive Director will guide a statewide organization that is a leader in the movement to end violence against women. The New Hampshire Coalition Against Domestic and Sexual Violence is the umbrella organization for a network of 14 independent member programs. Those programs provide direct services and prevention and education programs, and are supported by the Coalition's central office that provides funding, training, technical assistance, public policy advocacy and forums for resource sharing and networking.

Position Priorities:

1. Advance the collective vision and strategy of the Coalition

The New Hampshire Coalition Against Domestic and Sexual Violence has been a leader in the movement to end violence against women for the past 35 years. The next Executive Director will be able to provide the leadership needed to strategically support the mission and goals of the Coalition along with laying the foundation for the next decade of its work. They will:

- Oversee the development and implementation of a broad-based strategic plan;
- Work cooperatively with the Board of Directors to provide vision and direction for the organization;
- Clearly communicate the vision and strategy to others.

2. Manage the organization toward accomplishment of the vision and mission

The New Hampshire Coalition Against Domestic and Sexual Violence is a membership organization. The member programs have a vested interest and are the benefactors of much of the work of the Coalition. The Coalition also acts as the primary funder for the member programs. These two realities create highly complex relationships and the staff is key to managing these relationships. The next Executive Director will:

- Provide supervision and support to staff management;
- Lead staff team effectively, especially through times of change;
- Conduct performance assessments in a manner that supports achievement of the organizational mission and goals.

3. Provide entrepreneurial and sound fiscal leadership

The New Hampshire Coalition Against Domestic and Sexual Violence is funded through federal grants, foundations, state contracts and donations. Given that federal grant funding has trended downward over the course of the past five years, and that there is no indication that this trend will reverse in the coming years, the next Executive Director will:

- Work with staff, board and member programs, to develop strategies to increase and diversify the Coalition's revenue;

- Oversee all fiscal systems to ensure financial soundness and compliance;
- Lead long-term fiscal planning;
- Plan for communications needs around new sources of funding.

4. Act as chief communications leader and strategist

The New Hampshire Coalition Against Domestic and Sexual Violence strives to change public policy to improve the lives of survivors of domestic and sexual violence. Additionally, the New Hampshire Coalition Against Domestic and Sexual Violence seeks to inform the public and stakeholders about issues related to domestic and sexual violence. The next Executive Director will:

- Act as content expert, supporting policy staff and working directly with state and national policymakers;
- Act as chief media contact for the Coalition;
- Set the tone and lead expectations in internal and external communications;
- Act as primary representative with external stakeholders;
- Working with staff team, build marketing and communications systems for the organization.

5. Strive for and promote best practices in all programs.

The New Hampshire Coalition Against Domestic and Sexual Violence is a “pass through” coalition. It acts as the intermediary between federal and state funding sources and its member programs, and as a function of this, member programs performance is monitored by the Coalition. The next Executive Director will:

- Monitor the quality and effectiveness of all programs and work with staff and member organizations to develop strategies for improvement;
- Develop relationships and collaborations with local, state and national partners to ensure access to current best practices in the field;
- Work with member organizations to incorporate direct service best practices in New Hampshire;
- Identify best practices being developed in New Hampshire and promote them in the state and in national networks.

Skill requirements:

- Professional experience with and an understanding of sexual violence, domestic violence and stalking issues, and a demonstrated commitment to anti-oppression work and ending violence against women. Experience in system and social advocacy.
- Proven effectiveness in statewide program and public policy development.
- Demonstrated ability to manage a large nonprofit organization, including a demonstrated ability to successfully manage complex, multi-faceted and political relationships.

- Strong leadership, administrative, negotiation, grant-writing, presentation and networking skills.
- Outstanding facilitation and group management skills, including the ability to synthesize diverse opinions to support efficient decision-making.
- Proven ability to lead individuals representing a broad spectrum of beliefs, backgrounds and ideologies to work with the Coalition to craft solutions to issues facing survivors in New Hampshire.
- Superior staff development and supervision skills and a proven record of creating a work environment where talented people thrive.
- Excellent oral and written communication skills.
- Sustained success in planning, organizing and implementation of strategic initiatives.
- Demonstrated fundraising history that includes generating new revenue.

Physical demands: The physical demands described here are representative of those that must be met by the Executive Director to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast paced environment. Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow and shoulder. Must be able to talk and hear. Must be able to climb multiple flights of stairs, and lift or move up to 50 pounds. This position is based in Concord, New Hampshire. Frequent and extensive travel required, including state wide and national, with minimal international travel.

Educational level: Bachelor's Degree required, with favorable consideration for candidates possessing a Master's Degree or equivalent experience.

Position reports to: Board of Directors. Please see www.nhcadsv.org for more information about the organization.

Application Process

To apply, send a resume and cover letter electronically to project@nhcadsv.org no later than 5:00 PM EDT on April 12, 2013. Hard copy application materials will not be accepted.

Please do not call. Applicants chosen for interviews will be contacted by April 19, 2013. Interviews will be conducted April 22 – April 30, 2013.

The New Hampshire Coalition Against Domestic and Sexual Violence is an Equal Opportunity Employer.