

## **TWAC Executive Director Job Description**

The executive director provides leadership and guidance for The Women's Advocacy Center. In this setting, they are responsible for managing staff, increasing fundraising, implementing new programs, and working with donors, grantors, partners, and the board directors. Additionally, they work closely with contractors for bookkeeping, marketing, and other administrative functions.

In general, the role of the Executive Director is to oversee all operations, staff and volunteer functions, and programmatic activities within the nonprofit. The ideal Executive Director will have the skills and confidence needed to be the face of the organization, shouldering the responsibility of delivering on the strategic direction and implementing a progressive vision for the future. An excellent Executive Director is one who can influence and inspire, is able to awaken in others the desire to lead, motivate, and create a culture that is client centered and trauma informed. The candidate will work collaboratively across communities served by The Women's Advocacy Center and will be able to make independent decisions guided by a gospel-centered approach to serving survivors and victims of domestic abuse, sexual assault, and stalking in Shelby County and beyond.

The Executive Director should have strong communication skills and take a holistic approach to organizational management/oversight of operations. The Executive Director who leads the non-profit team does so with the goal of inspiring others as an example of servant leadership and enabling the nonprofit to fully realize its mission.

Salary Range: \$65-\$70K annually based on experience and qualifications

### **Responsibilities**

- Ability to execute strategies that will successfully promote the organization's mission.
- Cultivate comprehensive business plans aimed at realizing the goals and objectives set by the Board of Directors.
- Give time and attention to collaboration and assembling an effective team of leaders.
- Commitment to providing excellent guidance and coaching to subordinate managers.
- Ability to remain committed to compliance with all internal policies and legal regulations in every area of the organization's daily activities including fostering development of short and long-term plans, policies, and guidelines in this area.
- Outstanding management skills to direct and oversee investments and fundraising efforts.
- Aptitude for forging and maintaining fruitful relationships of trust with stakeholders, partners, and external authorities.
- Poise and strength of character needed to be the public face representing the organization, remaining ever mindful that we are servant leaders.
- Ability to review and provide constructive feedback on reports made by subordinate managers.
- Always maintain a solid understanding of the company's overall financial and professional health.
- Ability to work well under pressure, take proactive measures against possible challenges to the organization's 501(c)3 status. Additionally, resolve crises quickly, and effectively as necessary.
- Lead the organization in advocacy at the legislative, policy, and service level.

### **Executive Director Requirements and Qualifications**

- Relevant advanced degree and 5+ years of proven experience as an Executive Director or working in a similar managerial position.
- Self-motivated and self-directed.
- Demonstrable experience in developing successful business strategies and plans.
- Proven success in fundraising and networking.
- Strong working knowledge of finance and metrics of performance.
- In-depth knowledge of governance principles and managerial best practices.
- Aptitude for analytical thinking, capable of creative solutions to solve problems.
- Strong organizational skills and leadership abilities.
- Compelling oral and written communication abilities and public speaking skills.
- Ability to work well with stakeholders from various backgrounds and levels of authority locally, nationally, and regionally.