



Position: Executive Director, Lee Conlee House

Reports to: Lee Conlee House Board of Directors

The Lee Conlee House, a 501(c)(3), is a Certified Domestic Violence Center, serving Putnam County Florida. The Lee Conlee House (LCH) Domestic Violence Shelter is committed to recognizing and responding to our community's need for comprehensive, multicultural domestic violence services. We understand that domestic violence, in its fullest scope, impacts primary victims, family members, society and future generations. With this in mind, it is our goal to stop the campaign of violence by providing crisis intervention, emergency shelter, advocacy, treatment, prevention, and education through the establishment of community partnerships.

Under the direction of the Board of Directors, the Executive Director is responsible for the overall management and operation of the Lee Conlee House, to include the administration, shelter, transitional housing, the stewardship of the organization's mission, and the human resources while ensuring compliance with Board directives and applicable grantor, federal, and state requirements.

Responsibilities:

1. Handles all aspects of human resource management including but not limited to managing, developing and supervising the agency staff; hiring, retention and termination of staff; developing position descriptions; setting compensation; working with employees' supervisors; and applying approved employee policies and benefits in accordance with federal and state requirements.
2. Responsible for preparing and managing the agency budget and allocating resources appropriately. Oversees accounting personnel to ensure that the functions including those necessary for auditing, financial analysis, grant billing, capital asset and property management and payroll in accordance with generally accepted accounting principles, Board and all other applicable rules and guidelines.
3. Responsible for writing all government and private grants for the agency. Executive Director does not have to gain approval from the Board to write grants, but she/he must keep the Board of Directors abreast of all grant opportunities.
4. Oversees grants and contracts management including negotiating agreement terms that reflect the needs of the Lee Conlee House; coordinates with legal advisors to finalize agreement terms; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
5. Oversees the management of day-to-day operations of the Thrift Store.
6. Oversees vendor services, particularly for insurance and employee benefits, to determine programs and providers that best meets the needs of the agency and makes recommendations to the Board, as appropriate; negotiates services, terms and premiums and executes contracts with benefit plan providers, supply and service vendors, auditors and consultants.
7. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for agency operations. Establishes plans to achieve goals set by the Board of Directors and implements policies.
8. Insure compliance with all city, state, and federal guidelines for the agency.
9. Serves as one of the public faces of the agency, including interacting with donors and potential donors, the media, state and local government officials and agencies, and other organizations with which the Lee Conlee House maintains collaborative or cooperative agreements in regard to matters affecting the agency.

Increases fundraising opportunities to support and expand program operations. Refine and expand communication to create a stronger external presence and brand. Build external relationships to increase awareness and commitment to the work of the Lee Conlee House.

10. This position will cultivate and secure gifts to fund the Mission of the Lee Conlee House by developing and nurturing current and prospective donors. This position will also help cultivate and maintain a solid volunteer base. The incumbent will ensure that all gifts are acknowledged in a timely manner, manage a donor database, and maintain donor recognition programs.

Requirements:

- Applicant must be philosophically sound with an empowerment based philosophy and have a comprehensive understanding of the complexity and dynamics of domestic violence.
- Expertise in management of nonprofit organizations and grant management.
- Supervisory experience and strong, collaborative leadership skills.
- Public speaking and facilitation skills and strong written communication skills with exceptional attention to detail.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, other staff, other organizations, and other professionals.
- Ability to work independently; treat all people with dignity and respect; accept act upon, and offer constructive criticism.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress, and adjust activities to complete tasks within established time frames and produce high quality work.
- Demonstrated goal setting, problem solving, creative/analytic thinking, and organizational skills.
- Commitment to the agency mission.

Desired Skills/Qualifications:

- Excellent computer skills, including familiarity with advanced features of MS Office, QuickBooks, and donor software.
- Residency in the county served is preferred.
- Minimum of a Baccalaureate degree from an accredited college or university and two years- experience working in the domestic violence field, or four years minimum experience in an administrative/management capacity and two years-experience in the domestic violence field.

Job Site Location: The position is located in Putnam County, Florida and will require travel. The Executive Director must be able to travel to attend conferences, training, and other events as required to maintain proficiency in fulfilling the responsibilities of the position and/or conduct outreach and fundraising to obtain resources for the corporation. Applicant must have a valid driver's license and reliable transportation.

Salary: Salary based on qualifications and experience, which will be determined by the Board of Directors.

Job Requirements

To perform this job successfully, an individual must be able to perform the essential job responsibilities satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Knowledge/Experience:

Recognized management skills, technical writing skills, and the ability to analyze and comprehend fiscal procedures, ability to find creative solutions and appropriate activities to meet the needs of the participants and the agency, ability to manage budgeting requirements and ensure compliance with funding source regulation,

must be able to work with a culturally diverse community with sensitivity and professionalism, must have working knowledge of computer usage and management, ability to represent the agency through public speaking, coalition participation, and funder interaction.

Required Skills Include: professional presentation, excellent verbal communication and writing skills, public speaking skills, ethical communication skills, good judgment, desire to advocate on behalf of survivors, ability to perform calmly in crisis situations, and a valid Florida driver's license, insurance, a safe driving record and reliable transportation. Computer skills including working knowledge of Outlook, Word, Excel, PowerPoint and Publisher, public speaking skills, training facilitation and the ability to develop programs.

Physical requirements: Mobility and ability to bend and reach during an 8-12 hour day, able to lift minimum 30 pounds. Visual and auditory acuity sufficient to evaluate, intervene, treat, and record participant needs. Fine motor skills for legible and accurate documentation, daily correspondence and presentation, either manually or orally. Work endurance ability to work 8-12 hour shifts with a meal break, as possible. Routine 8-12 hour shifts. Hours and days off may vary. Extra hours may be required. Work assignment locations may vary.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Conditions:

Position requires frequent local and out of town travel. This position requires flexibility in working hours to attend Board meetings, committee meetings, speaking engagements, and other community events.

The statements in the above sections of this description are not all-inclusive and job duties and responsibilities may change due to business necessity. When this occurs, job descriptions will be updated accordingly.

To be considered, you must: Draft an email with the following subject line: Lee Conlee House, Inc. Executive Director Position.

Attach two items to that email: Your résumé and cover letter including: salary requirements and a potential start date should you be offered the position. Cover letter should also include a response to the following question:

What do you feel is the most significant challenge facing organizations working to end domestic violence in rural communities and how would you work to overcome that challenge?

Limit cover letter to one page.

Submit these items by: August 31, 2016 to EDrecruit@fcadv.org

Only résumés and cover letters submitted via email to EDrecruit@fcadv.org will be considered. Due to the amount of interest in this position, the Lee Conlee House, Inc. will be unable to accept personal calls from potential applicants.