



Executive Director

The Executive Director provides leadership and guidance to [PAVE](#), serving victims of domestic and sexual violence in Bennington County. Responsible for vision and strategic planning, agency administration, staff development and supervision, fiscal development and management, board relations and development, community relations, and community advocacy for survivors of domestic and sexual violence. Upholds the program standards and values of PAVE and maintains accountability and integrity of the agency to the community and other PAVE supporters and partners. The Executive Director is committed to social change advocacy and critical thinking regarding the root causes of violence in the community.

Hours: Full time position, salaried, \$58K- \$63K

Reports to: This position reports to the Board of Directors

Major Responsibilities:

Planning and Administration

- Ensure that the agency provides the highest possible quality services and is culturally relevant and responsive to community needs.
- Oversight of agency operations in keeping with Board policies.
- Ensure that the agency is in compliance with all relevant federal, state and local laws and program standards of the Vermont Network Against Domestic Violence and Sexual Assault.
- Partner with Board, staff, and volunteers to develop and carry out the vision, mission, strategic plan, programming, operational and Board priorities.
- Authorized to negotiate and sign contracts on behalf of the agency.

Board of Directors

- Serves as a non-voting member of the PAVE Board of Directors
- Provides support and guidance to the Board of Directors in strategic, annual and monthly board meeting planning as requested by the Board.

Fund Development and Fiscal Management

- Develop annual and five year budgets and oversees their implementation.
- Responsible for development, negotiation, and performance of federal, state and private grants and contracts, in conjunction with the other key staff.
- Work with Board to raise sufficient funds to meet agency goals, including major gifts solicitation, special events, and Board-directed fundraising activities.
- Ensure annual audit of financial records to monitor compliance with laws, contracts and policies.
- Oversee and take responsibility for agency compliance with grant or contract requirements, including outcome measures, invoicing and reporting in conjunction with key staff.

Staff Development and Management

- Work with board, staff, and volunteers in maintaining an empowering and supportive work environment, which fosters engagement, open communication, and continued critical analysis regarding root causes of violence and exploitation.
- Oversee all aspects of staff coordination, including hiring, supervision, evaluation, recognition and termination of staff, volunteers and contractors.
- Work with the Board of Directors to develop recommendations regarding staffing levels, salaries and benefits.
- Promote professional development and leadership through regular staff meetings and continuing education opportunities within and outside the agency.
- Maintain and implement staff policies and ensure update of procedures manual.
- Ensure staff and volunteer diversity and cross-cultural skills through appropriate hiring, development and retention policies and activities.

Community Relations

- Serve as the primary agency spokesperson with media, community organizations, key stakeholders, and the general public.
- Develop and maintain partnerships, collaborations and coalitions with domestic violence, sexual assault, and service agencies, community groups, and others that will help advance the agency's mission and values.
- Represent or delegate representation on key public advocacy and other collaborative groups such as the Vermont Network Against Domestic Violence and Sexual Assault, the Vermont Council on Domestic Violence and other relevant groups.

Direct Service

- Provide direct service in response to client needs as required.

Qualifications:

The successful candidate will demonstrate experience with a majority of the following:

- Masters in related field preferred.
- A minimum of three years of experience in a leadership position in an established nonprofit organization. ▪ Committed to social change advocacy and activism, critical thinking regarding the root causes of violence, and values reflecting knowledge and experience in anti-oppression work.
- Building and mobilizing community support for an agency's mission, values, and programs. ▪ Leadership and community organizing experience
- Community-based non-profit management including fiscal management, personnel management and strategic planning.
- Building coalitions, collaborations and teams with community and state groups.
- Developing and maintaining a diverse base of public and private funding.
- Communicating effectively with diverse individuals and organizations.
- Training, community relations, public speaking skills.
- Understanding of domestic and sexual violence and violence against women, men, and trans-identified or gender-non-conforming individuals.

PAVE employees are expected to honor staff values and practice ethical communication.

Please submit your application to the PAVE Board of Directors at PAVEBoardofDirectors@gmail.com.