

KCADV Job Description

Position Title: Chief Executive Officer
FLSA Status: Exempt
Reports to: KCADV Board Chair

Position Summary/Primary Purpose of Position:

The Kentucky Coalition Against Domestic Violence is an association of Kentucky's fifteen regional domestic violence service providers offering shelter and supportive services to survivors of domestic violence in the Commonwealth. KCADV is a 501 (c)(3) nonprofit located in Frankfort, Kentucky. The coalition's mission is to "mobilize and support member programs and allies to end intimate partner violence."

The primary role of the Chief Executive Officer is to provide overall administrative oversight to the coalition; support the KCADV Board of Directors and Member Program Caucus; advocate on behalf of Kentucky's domestic violence programs and survivors of domestic violence before legislative and regulatory bodies; ensure the provision of technical assistance and training to member programs; and serve as a liaison between member programs and state and federal agencies, partner organizations, individuals, and the general public. The CEO is responsible for coalition leadership and overall administration of KCADV's objectives, services, and initiatives; ensuring achievement of long and short-term programmatic and financial goals and the delivery of quality services by staff. The CEO serves as the primary spokesperson for KCADV.

Duties and Responsibilities:

Administrative Oversight

The Chief Executive Officer is responsible for:

- Working with KCADV staff and board to prepare and oversee the coalition's annual budget.
- Providing financial and programmatic management of all coalition grants and contracts.
- Developing and maintaining sound financial practices.
- Providing leadership for Coalition employees and administering KCADV's personnel policies, including hiring and termination of employees, assignment of duties, performance evaluations, staff development, and the creation of an environment conducive to maintaining high staff morale.

Board Support

The Chief Executive Officer is responsible for:

- Keeping the board and caucus fully informed on the condition of the organization and all important factors influencing it.
- Supporting board/caucus leadership and addressing issues around clarity of role, governance, bylaws/policies, corporate structure, and membership.
- Providing guidance in the recruitment, orientation and nurturing of new board/caucus members.
- Preparing reports to the Board of Directors, Executive Committee and Caucus and supporting board/caucus committees.
- Working with the board to establish the organization's short-range and long-range program and project goals

Program and Service Delivery

The Chief Executive Officer is responsible for:

- Regularly evaluating the performance of program and services.
- Prioritizing program and operational initiatives to meet goals and objectives.
- Analyzing and advocating for domestic violence issues in order to create strong partnerships and build networks of services to support those impacted by domestic violence.
- Advocating/testifying on behalf of, and in opposition to, legislative proposals and regulatory issues before state and federal legislative and regulatory bodies.
- Provide technical assistance and training to member program staff and other partners as required.
- Delivering presentations on issues facing victims of domestic violence and services provided by KCADV and member programs to various audiences.
- Showcasing the expertise of KCADV and member programs at a state and national level.

Fundraising

The Chief Executive Officer is responsible for:

- Identifying overall resource development goals and developing a fundraising plan.
- Establishing, maintaining, and cultivating relationships with potential funders, foundations and other key stakeholders.
- Strengthening and diversifying the organization's funding sources.

Other Responsibilities

- This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree (Master's preferred) and 5 years of relevant experience or a minimum of ten years of progressively responsible experience in a not-for-profit executive leadership role.
- Administrative experience in budgeting, hiring/terminating and supervising staff, fundraising, and working with a board of directors. Demonstrated knowledge and ability in program development, implementation and measurement.
- Strong team building and leadership skills to effectively manage KCADV activities and to guide KCADV in responding to changing environments.
- Exceptional interpersonal skills to elicit commitment to and advancement of KCADV's mission and vision.
- Effective communication skills to act as a primary spokesperson for KCADV and to convey its mission to the board, staff, funders, policy makers, and other key constituents. Possesses communication skills suitable for media, presentation and written publication, for internal and external distribution.
- Critical analytical skills to understand the political, social, financial and external issues affecting service providers; to foresee and interpret trends and the dynamic changing needs of those KCADV serves and; to develop processes and resources to respond effectively and in a timely manner.
- Knowledge and understanding of the state and national legislative processes and key players.
- Understanding of the issues and circumstances faced by those experiencing domestic violence.
- Demonstrated ability to multi-task and work under tight and/or changing timelines; disciplined time management skills to coordinate and prioritize own and others' activities, evaluate progress and provide feedback; and to reallocate resources to complete activities within set deadlines.

Working Conditions, Environment, Physical Demands: Ability to travel as needed both within the Commonwealth and nationally and to tolerate prolonged sitting or standing. Must possess the emotional and physical stamina to deal with a variety of stressful situations, such as: responding to complaints; handling difficult internal and

external interactions; effectively working long and, at times, odd hours; maintaining a sense of humor throughout.

Compensation:

Mid-\$80's, depending on experience

Benefits include a Cafeteria Plan

EOE