

**Families Living Violence Free  
Position Description**

**Position Title: Executive Director, DV-SA Advocate, Empowerment/PREA Manager**

**Reports to: Board Chair, FLVF Board of Directors**

**Overview:**

Plans, organizes leads, directs, coordinates, and controls overall operations of Families Living Violence Free. Adhering to the highest professional standards and consistent with the objectives and policies established by the Board of Directors, the Executive Director, DV-SA Advocate, Empowerment/PREA support and implement the philosophy and policies established by the Board and is accountable and reports to the Board Chair. As Chief Administrative Officer of the Corporation, has legal authority to carry out all directives of the Board of Directors. These directives are reviewed by the Board at least annually. The position of Executive Director, DV-SA Advocate, Empowerment/PREA Manager includes extensive knowledge regarding crimes of domestic violence and rape, and experience in aiding victims, if needed, to augment staff members' direct services.

**Qualifications:**

Preferably, the Executive Director, DV-SA Advocate, Empowerment/PREA Manager will have a four-year degree from an accredited program. At minimum will possess the equivalent combination of education and experience that provides understanding and insight into what effective leadership constitutes. Using tact, poise, humor, professionalism, and diplomacy, they will demonstrate the ability to manage complex, sensitive matters creatively, effectively, and confidentially. The Executive Director, DV-SA Advocate, Empowerment/PREA Manager will have a commitment to philanthropic causes, and prior to joining Families Living Violence Free will have worked in other leadership positions, preferably in non-profit organizations, a minimum of two years.

Within this context, **major responsibilities** include:

**Managerial:**

- Project Director, Advocate, Facilitator, Training, Direct Client Services
- Demonstrate leadership in directly supervising FLVF staff members, development of the Board, and public relations.
- Have a thorough understanding of existing objectives and the most recently adopted Annual Development Plan, because they either own or facilitate many of its areas.
- Annually review status of Families Living Violence Free with the board and develops additional objectives to continually move forward as a viable non-profit organization.

**Administrative:**

- Oversee the Internal Controls Policy to ensure the organization functions within its ethical checks and balance guidelines.
- Assist program officers of the Board in collaborative work with other funders and organizations.
- Work with Board in budget planning and appropriately allocating resources to provide services which support and enhance the impact and public image of FLVF.
- Research, apply, and support administration of grants, which may include logging reports, correspondence, maintaining grant files, data entry, responding to grantees regarding program reports, and budget modification.

**Board Relationships:**

- Provide the Board with pertinent information about the state of operations so plans and policies can be implemented and participate in the consideration of policy options with the Board.

- The Executive Director, DV/SA Advocate, Empowerment/PREA Manager may be required to sit ex-officio on all teams.
- Provide the Board Chair and Executive Committee necessary support required to carry out the duties of their office, consult, and help prepare meeting agendas and other materials presented to the Board.
- Provide support in recruiting new Board members, interviewing prospective Board members and orienting new members.

**Community:**

- Advocate for Court, Youth and Empowerment Services
- Education, Prevention and Outreach Manager
- Develop and actively maintain positive relationships with outside parties, county and city law enforcement officers, officers of the courts, and the medical community, to continually educate and help address barriers existing in the community for FLVF clients relative to the devastating toll and impact that crimes of domestic violence and rape create for them.
- Assure, through media contacts, an active public relations program designed to secure visibility and support for the mission of Families Living Violence Free.
- Maintain professional relationships in the business community which will lead to their on-going support of FLVF through funding and supplying volunteers.
- May be called to testify in court on cases involving Families Living Violence Free and may be needed to testify before the State Legislature on matters affecting domestic violence and rape crisis centers in North Carolina.
- The Executive Director, DV/SA Advocate, Empowerment/PREA manager is the face of Families Living Violence Free in our State and local community. It is imperative that it exude professionalism, demonstrating the highest integrity at all times, and actively supportive of the diversity found in Granville County. These are the only acceptable behaviors consistent with the mission and core values of FLVF and are designed to support its critical goals and objectives.

*This position description is not, nor is it intended to be, a complete statement of all duties, functions, or responsibilities that comprise this position. Incumbents will be tasked with other duties as circumstances dictate.*