



EXECUTIVE DIRECTOR

Are you looking for a nonprofit leadership position in beautiful Coeur d'Alene, Idaho?

Safe Passage Violence Prevention Center in beautiful Coeur d'Alene, Idaho is hiring an **Executive Director (ED)** to lead our organization's strategic growth and carry out our mission of providing safety, education, and empowerment to survivors of domestic violence and sexual assault.

ABOUT THE ROLE

Reporting to the Board of Directors and ***through the supervision of the 6-employee, director-level Leadership Team***, the ED develops and manages Safe Passage's strategy, annual plan, budget, fundraising, operations, and program delivery of trauma-informed services for survivors of domestic violence and sexual assault, including children.

The ED is charged with building a trauma-informed organizational culture, leading a diverse team of employees and volunteers, and leading the organization's strategic growth to meet the community's needs, which will include leading a capital campaign for facility and program expansion. Job duties include (not an exhaustive list):

LEADERSHIP

- Manages the day-to-day operations *through* direct oversight of the Leadership Team.
- Develops and executes Safe Passage's annual strategic plan, in collaboration with the Board, including programs, fundraising, development, administration, and financial management.
- Creates a trauma-informed organizational culture that is in line with the mission and values of: *Compassion, Integrity, Leading Boldly, Empowerment, Collaboration, Survivor-Centered, Empathy, Non-Judgmental, and Justice, Diversity, Equity, and Inclusion.*
- Oversees the organization's overall employment and volunteer practices, including recruiting, hiring, onboarding, training, job descriptions, policies and procedures, and the employee handbook.

FINANCIAL MANAGEMENT

- Creates and implements sound financial strategy, budget, and financial management practices.
- Develops and presents the annual fundraising plan and budget to the Finance Committee and Board.
- Oversees and approves monthly income statements and expenses, ensures budget adherence, and identifies opportunities for effective cost savings as needed.

DEVELOPMENT & FUNDRAISING

- Develops, oversees, and executes annual fundraising strategy, including events, grants, donor stewardship, direct mailing, social media, capital campaigns, and in-kind donations.
- Identifies new grant and funding opportunities in collaboration with the contract Grant Writing Consultant, manages the implementation of new funding sources, and executes grant management and reporting.
- Oversees capital campaigns, including a major capital campaign for facility expansion and program expansion.

BOARD RELATIONS

- Develops and supports an effective, engaged Board, cultivating a strong and transparent working relationship.
- Creates and implements long-range strategy and goals, including Board Development goals.

PROGRAM MANAGEMENT

- Oversees Safety Services through leadership of the Senior Program Director, which includes the Confidential Safe Shelter and 24-hour crisis lines, court-based advocacy, mobile rural advocacy, and 24-hour hospital response for survivors of sexual or domestic violence.
- Oversees the Safe Passage Children's Advocacy Center (SPCAC) through leadership of the SPCAC Director, which provides children with evidentiary forensic interviews, and advocacy and resource navigation for their caregivers, free clinical counseling, housing advocacy and assistance, and financial support.
- Oversees Empowerment Services through leadership of the Community and Outreach team, which includes healthy relationship education for teens and bystander training for middle school, high school, and college students, on-site partnerships with one local high school and colleges to provide advocacy to teens and young adults who have experienced violence.
- Visit www.safepassageid.org/employment to view the complete job description.

BENEFITS, FLEXIBILITY AND PAID TIME OFF

- Medical, dental, and vision insurance
- 10 Paid Holidays, plus 16 Days PTO, and Paid Parental Leave
- Work-from-home up to one (1) day per week after successful onboarding
- Up to two percent (2%) 401K retirement match
- Voluntary life insurance
- Employee Assistance Program (EAP) with free, confidential counseling services

HOURS: Monday-Friday, 8:00 am-5:00 pm plus occasional evenings and weekends

PRIMARY LOCATION: Safe Passage Offices: 850 N. 4th St., Coeur d'Alene, Idaho 83814

PAY: \$85,000-\$100,000 annual salary, commensurate with qualifications

QUALIFICATIONS

- Master's Degree (*preferred*)/Bachelor of Arts Degree (*required*) in Education, Social Work, Business, or a related field plus four years of related experience **or equivalent combination of education and experience.**
- Highly skilled in leadership, including strategic planning, developing a healthy organizational culture, and leadership of employees, volunteers, budgets, administrative operations, and programs.
- Proven track record of success with development and fundraising, including fundraising strategy, capital campaign management, donor stewardship, grants, and events.
- Unwavering commitment to Safe Passage's mission and values of *Compassion, Integrity, Leading Boldly, Empowerment, Collaboration, Survivor-Centered, Empathy, Non-Judgmental, and Justice, Diversity, Equity, and Inclusion.*
- A deep understanding of trauma-informed services for domestic violence and sexual assault survivors, including children.
- Ability to commute locally to multiple locations. Some non-local travel required.
- A background check is required because of our work with vulnerable populations, but criminal history **does not** preclude employment and will be reviewed on a case-by-case basis as it relates to the duties of this role.
- Visit www.safepassageid.org/employment-opportunities to view the complete job description.

HOW TO APPLY

Submit your resume and cover letter to Skye Mercer, Safe Passage's HR Consultant at skye@skyehrconsulting.com by **5:00 pm Pacific Time on Thursday, May 25, 2023.**

ABOUT SAFE PASSAGE

The mission of Safe Passage is to provide safety, education, and empowerment to victims of violence and to the community. Our agency was founded in 1977 as a rape crisis center in Coeur d'Alene. Today, we are one of the largest victim service agencies in the state of Idaho. Each year, Safe Passage provides confidential victim services and emergency shelter to **1,600 victims of domestic violence**, sexual assault, and child victimization. We also prevent violence through healthy relationship education, reaching thousands of youths across North Idaho. Programs include 24-hour crisis line services, an emergency shelter, legal advocacy, counseling, sexual assault intervention services, prevention education and bystander intervention training. Learn more at <https://www.safepassageid.org/>

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION: Safe Passage is an Equal Opportunity Employer and is committed to Justice, Diversity, Equity, and Inclusion. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, status as a veteran or any other basis prohibited by local, state, or federal laws. We welcome candidates of diverse backgrounds and identities to apply. If you need an accommodation, contact Skye@skyehrconsulting.com