



Job Title: Executive Director

Reports to: Board of Directors

Organization Information: www.domesticabuseproject.org

Location: 1121 NE Jackson Street, Minneapolis MN 55413

DAP Overview

Since 1979 Domestic Abuse Project (DAP) has served the Twin Cities' community with innovative and successful programming to end the inter-generational cycle of domestic violence. We have made it our mission to work with all affected members of the family—men, women, and children—to stop domestic violence as it occurs and prevent it in the future. DAP's current operating budget is \$1.8 million.

DAP is an Equal Opportunity and Affirmative Action Employer of all people regardless of gender, race, culture, religion, ethnicity, protected veteran status, sexual orientation, and/or disability. We prioritize and actively seek to create an agency that is anti-racist and anti-oppressive, free of discrimination, bias, and harassment. We value having an environment where all individuals receive dignity, safety and respect.

Position Overview

The Executive Director is the key management leader of Domestic Abuse Project. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Responsibilities

1) Board Governance: Works with the Board in order to fulfill the organizational mission.

Responsible for leading Domestic Abuse Project in a manner that supports and guides the organization's mission as defined by the Board of Directors. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

Responsible for the fiscal integrity of Domestic Abuse Project, including submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization. Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position. Responsible for fundraising and developing other resources necessary to support Domestic Abuse Project's mission and growth.

3) Organizational Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

Responsible for implementation of Domestic Abuse Project's programs that carry out the organization's mission. Responsible for strategic planning to ensure that Domestic Abuse Project can grow and successfully fulfill its mission into the future. Responsible for the enhancement of Domestic Abuse Project's image by being active and visible in the community and by working closely with other domestic violence, professional, civic and private organizations. Responsible for the development, implementation, and evaluation of programs to ensure quality services consistent with the organizational mission, goals, and objectives.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible for effective administration of Domestic Abuse Project operations. Responsible for the hiring and retention of competent, qualified staff. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, as permitted by the organization's governing documents.

Required Qualifications

- Bachelor's degree
- Demonstrated transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Demonstrated track record of fundraising and growing revenues
- Established, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, and task facilitation
- Experience in program development and personnel management; demonstrated ability to oversee and collaborate with staff
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Proven ability to collaborate with and motivate board members, other volunteers, and donors
- Knowledge of domestic violence and intersections of gender and sexuality
- Commitment to gender equality
- Ability to work with people from diverse racial, cultural, and social backgrounds

Preferred Qualifications

- Demonstrated commitment to an anti-racist, anti-oppressive work place
- Ability to convey the vision of DAP's strategic future to staff, board, volunteers and donors
- Strong written and oral communication skills; comfort with public speaking
- Master's Degree in nonprofit administration or related field
- Seven to ten years in nonprofit leadership
- Five or more years' experience of grant management and oversight