

Tu Casa, Inc.
Executive Director
Job Description

Opportunity to join dynamic, award-winning nonprofit team in beautiful southern Colorado – close to mountains, ski resorts, famous national parks, small university, and breathtaking views. Affordable home prices and childcare; 300+ days of sunshine; with friendly small-town atmosphere.

Job Description:

The Executive Director, with direction from the Board of Directors, will be responsible for insuring services and assistance for child and adult victims of domestic violence, sexual assault/abuse, stalking and other interpersonal violence in Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache Counties. This is a Full Time Exempt position. Some travel is required.

Organizational Information:

Tu Casa, Inc. is a 501 (c) (3) nonprofit organization providing comprehensive services to victims and children of domestic violence and sexual assault since 1979.

Reports To: Tu Casa, Inc. Board of Directors

Key Responsibilities:

1. Oversee the development and implementation of the organization's strategic plan, the goals and objectives of the plan, and establishing measurable outcomes and monitoring.
2. Ultimately responsible for ensuring proper operation of all Tu Casa Programs Provide leadership to administrative and program staff
3. Work directly with the Board Finance Committee in the development and monitoring of annual budgets and long range fiscal projections.
4. Provide fiscal management for all grants and contracts and is responsible for ensuring that adequate funds are raised to support the activities of the organization.
5. Completes all grant proposals and administers and monitors all grants, both private and government, including financial, statistical, and narrative reporting with support from the Associate/Deputy Director and Bookkeeper.
6. Ensure that appropriate financial reports are available for Board of Director's meetings, funding sources, and other special reports as needed.
7. Oversight and decision-making in regards to all aspects of staffing, compensation, benefits, employee and volunteer relations, with input from the Associate/Deputy Director
8. Approve all program expenditures in accordance with available funds and intended use.
9. Serve as primary liaison with Board of Directors, including attendance at all Board of Director meetings and providing Board members with an Executive Director report, statistical information, and financial reports at each meeting.
10. Work with the Board of Directors to develop appropriate agency policies.
11. Perform other duties as defined and requested by the Board of Directors.
12. Manage and maintain the 24+ Memorandums of Understanding and these relationships between Tu Casa and its partners.
13. Is the primary liaison with private and government funders, other community agencies, partnering agencies and state coalitions to ensure quality services are provided to victims of domestic violence and sexual assault.
14. Serves as the Facilitator of the Children's Advocacy Center of the San Luis Valley (SLV CAC) Multi-Disciplinary Team (MDT) as able and appropriate.
15. Lead organization of two annual fundraisers.
16. Participates in all outreach/awareness events as organization's spokesperson.
17. Maintain client confidentiality as required by Colorado law.

Qualifications:

1. Minimum of Bachelor's degree
2. 2 or more years' experience in a domestic violence/sexual assault program with program management experience
3. 2 or more years' grant administration and management experience preferred

4. 2 or more years' experience in directing and securing funding for a non-profit organization preferred
5. 2 or more years' supervisory experience preferred
6. Excellent project management skills, particularly multi-tasking, prioritization of outcomes, evaluation
7. Strong detail orientation. Ability to manage multiple priorities
8. Ability to work independently but also as a team member
9. Strong conflict resolution and negotiation skills
10. Excellent writing skills, particularly grant proposal writing
11. Strong computer skills, especially MS Office, Excel and Powerpoint
12. Flexible hours, e.g. some evenings and weekends
13. Excellent interpersonal skills
14. Excellent Public Speaking skills
15. Ability to work with a diverse group of people.

Compensation: \$48,000-\$55,000 plus comprehensive benefits, and attractive vacation policy.

Application Instructions

Please submit a cover letter, resume, 3 professional references, and answers to supplemental questions (see below) to Dr. Lori Notestine, Board President, no later than 11:59pm MST on Friday, June 12th at:

- Email: tucasacareers@gmail.com with "Executive Director" in subject line
- No phone calls please.
- Please follow these instructions to ensure review of your application.

Instructions for Supplemental Questions: Briefly answer the following questions using no more than 3 pages total, typed, 12pt Times New Roman font.

1. Our ideal candidate will share our passion and commitment to empowering all children and adults to live healthy, violence-free lives. How do your knowledge, skills, and experience fit with this vision, and the job responsibilities and requirements?
2. What are some challenges faced by domestic and sexual violence victims and service providers, particularly those who are members of or serve marginalized and rural communities, and what are some best- or emerging-practices for effectively responding to these barriers?
3. Please describe your experience in nonprofit fiscal management, including applying for and administering private and government grants.
4. Please describe how you not only supervise others, but are able to work as part of a dynamic team?