

Women's Resource Center Executive Director Position Description

The Women's Resource Center (WRC), serving Newport & Bristol Counties of Rhode Island, seeks a strong and compassionate Executive Director to pilot the organization in pursuit of its mission to lead domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support. After the successful fourteen-year tenure of our previous Executive Director, WRC now seeks new leadership to both sustain and expand our success.

The organization

Since 1977, WRC has been a listening ear, a helping hand and, in some cases, a lifeline to individuals experiencing domestic violence. Its community-based work has helped women, men, children, and families to achieve physical, mental, emotional, and financial safety.

Now, over 40 years later, with an annual operating budget of over \$2 million, a staff of 27, and an active ten-member Board of Directors, we provide a comprehensive array of advocacy, support, shelter and housing, information, referral and follow-up services to survivors of domestic violence and persons at-risk for domestic violence. Specifically, we operate the following programs and initiatives:

- 24-Hour Helpline
- Shelter serving up to 13 adults and children
- Transitional Housing Program with ten apartments in three East Bay communities (Bristol, Tiverton and Warren)
- Drop-in Center
- Court Advocacy Program
- Family Violence Option Advocacy Program for clients of the state's Department of Human Services
- Law Enforcement Advocacy Program
- the Newport Health Equity Zone (HEZ)
- Counseling Program with licensed practitioners providing individual services
- Support Groups

Of particular note, WRC is among a small cohort of organizations nationally who are engaging in health equity work as a domestic violence prevention strategy. We are recognized leaders in the development of this work, and have been invited to present at the Centers for Disease Control and Prevention. Our team has had the privilege of training domestic violence program staff in other states as they begin to adopt evidence-informed prevention practice.

WRC operates from three principal locations: in downtown Newport at 114 Touro Street, in Warren at 624 Main Street, and at the Florence Gray Center in Newport's North End where our prevention team is housed.

Key challenges identified for the organization and the new Executive Director are, generally, to sustain and grow WRC's robust programming, strengthen the financial base of the organization, work in partnership with the Board to set a strategic direction for the future, and align financial resources to achieve the organization's long-term goals, sustainability and success.

More specifically, to drive success going forward the new Executive Director, working with the Board and staff, will need to:

- identify and capitalize on new programming opportunities and craft a robust and adaptable response to a highly-fluid external environment;
- develop new sources of funding and sustain current ones with a vigorous stewardship program. WRC's current funding mix is significantly dependent on public sources, and a plan to increase the ratio of private funding will be an important part of the next Executive Director's tenure;
- develop the necessary public relations, communications and marketing strategies to significantly increase WRC's public presence;
- assess, enhance and deepen staff organizational culture, incorporating the core values of respect, support and empowerment;
- ensure that staffing levels, internal structures, policies and procedures are well-designed and function at the highest-possible level;
- promote a comprehensive staff development effort, including addressing pay equity, salary and benefits levels, succession planning, and professional development;
- promote diversity in all its dimensions at every level of the organization; and
- facilitate an ongoing and engaging strategic planning effort. The next ED will be a strong and visionary thought leader and partner with the Board in crafting a planning process that nimbly guides WRC through its fifth decade.

The position

WRC seeks a highly-skilled, dynamic and entrepreneurial executive director with a proven track record to lead this well-respected organization to the next level of its important work in the community. This is an extraordinary opportunity for an experienced leader who is passionate about reaching solutions to the domestic violence crisis in Newport and Bristol counties and building the diverse relationships critical to making that happen.

Reporting to the Board of Directors, the Executive Director provides leadership to the organization and manages its day-to-day affairs. The ideal candidate will demonstrate the following experience, skills and attributes:

- passion for WRC's mission;
- successful experience in high-level positions in nonprofit or business administration;
- proven track record in realizing and stewarding a robust fund development program;
- knowledge of, and experience advocating with, state and federal government and the legislature for public policy issues related to human services;
- excellence in organizational management with the ability to empower and coach a high-

- performing team-based staff that embraces diversity;
- reputation for strategic thinking, innovation and action;
- demonstrated experience in building and sustaining effective partnerships;
- exceptional written and verbal communication skills, including serving as agency spokesperson;
- proven grant writing and reporting experience;
- proven ability to manage agency financial functions and prepare and oversee annual budgets, including federal and state grant budgets;
- sensitivity to and belief in empowering domestic violence survivors;
- demonstrated skills in effectively negotiating through confrontational situations and stressful interactions;
- demonstrated success in supporting Boards of Directors in their governance role, fostering their ongoing development, engaging their members in strategy development, and keeping them well informed; and
- ten years of relevant high-level experience and a master's degree preferred.

The ideal candidate will also bring the sense of humor, flexibility, understanding, energy, and innovation necessary for work in a non-profit environment.

Salary and benefits

This is a full-time position, and evening and weekend work will be required. The salary range is \$85-95K. WRC offers the following package of benefits:

- 75% employer-paid individual health & dental
- Simple IRA with employer match of up to 3% of salary
- Paid time off:
 - Four weeks vacation
 - Two weeks sick time
 - Eleven holidays
 - Two personal days

How to apply

Interested candidates should send a cover letter and resume to edsearch@wrcnbc.org by Friday, January 31, 2020, at 5:00 pm EST.

The Women's Resource Center is an Equal Opportunity Employer. The organization does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, country of ancestral origin, or veteran status.