



NEW ENGLAND LEARNING CENTER FOR WOMEN IN TRANSITION

479 Main Street, PO Box 520, Greenfield MA 01302 ♦ (413) 772-0871 ♦ fax (413) 772-2743

Executive Director Announcement

Posted: Saturday, July 1, 2017

External Closing date: July 31, 2017

Organization Description: NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer shelter referrals, counseling, education/prevention, advocacy, children's visitation programming and economic empowerment initiatives to survivors of domestic and sexual abuse. As an antiracist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c) 3 nonprofit organization. NELCWIT has a union. Direct service employees are members of the local SEIU. The agency employs 13 FTE's, 5 Part Time, and 8 evening and weekend hotline and relief workers. Learn more: <http://www.nelcwit.org/>; <https://www.facebook.com/NELCWIT/>

Salary Range: (\$54,000-\$60,000) - 30 hour work week

Position Classification: executive position, at- will, exempt, annual salary based on 30 hours a week/4 day work week. Occasional remote work from home.

Benefits: Eligible for PTO, Dental Insurance, Short Term/Long Term Disability and Retirement Contribution of 1% of salary.

This position supervises the following members of NELCWIT's leadership team: Director of Administration, Program Director(s), Contract/Grants Manager and Contractual Accountants.

Reports to: Board of Directors

Essential Functions:

I. Fund Development:

- 1) Oversee the submissions of agency grant funding proposals ensuring the timely completion and quality of proposals. Provide oversight of the grant management compliance and participate in required meetings and trainings
- 2) Approve grant and contract amendment requests and contract submissions and ensure timely return to the grant funder.
- 3) Provide overall leadership to the fund development activities of the agency working in partnership with the board of directors and Friends of NELCWIT, and oversee the Director of Administration special event planning and fundraising efforts. Manage the projects to ensure target fundraising goals are met and support the operational needs of the organization.
- 4) Ensure that all annual account management tasks are completed to ensure submissions for funding and requests for donations
- 5) Attend mandatory grant funder meetings and trainings which requires state wide travel.

II. Operational Management:

- 1) Provide supervision to supervisees and ensure that employees including union members receive a meaningful annual evaluation and ongoing training and leadership opportunities



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- 2) Ensure that the agency maintains required clinical supervision for counseling staff at all times, including a transition plan for emergency leaves, planned transitions etc.
- 3) Ensure agency compliance with Collective Bargaining Agreement
- 4) Oversee the agency operational activities including day to day human resources and accounting tasks in collaboration with NPDM/Contractual Accountants. Ensure that program locations are compliant with ADA, meet health and safety standards and necessary maintenance is arranged.
- 5) Responsible for compliance with legal standards and personnel policies in carrying out personnel practices.
- 6) Work in partnership with agency legal counsel as needed and serve as liaison with union
- 7) Respond to all grievance in a timely manner notifying the board president and legal counsel for guidance and direction
- 8) Ensure that staff are carrying out the requirements of grant funded projects and that the deliverables are met and survivors have meaningful access to services.

III. Financial Management

- 1) Ensure the quality of accounting services through third party agency and present reports to the board of directors monthly. Oversee the monthly expenses in accordance to the annual approved agency budget
- 2) Work with NPDM Contractual Accountants and grant manager to present annual budget to the board of directors and monitor offering revisions mid-year if necessary.
- 3) Coordinate staff support for the annual audit and ensure the auditor presents to the board meeting and required reports are submitted.
- 4) Ensure that internal controls are in place for accounts receivable, deposits and cash/in-kind donations.

IV. Community Relations

- 1) Engage in community meetings, initiatives and events in furtherance of the agency mission
- 2) Provide leadership in the community in regards to the needs of survivors, perpetrator accountability and system change work to address inequity and oppression experienced by survivors.
- 3) Participate in regional meetings with other domestic and sexual violence providers
- 4) Use best practices to ensure that services provided at NELCWIT and in the community are culturally and linguistically appropriate.
- 5) Cultivate new donor relationships to support fundraising goals
- 6) Provide board support in recruitment of board members and volunteers for the Friends of NELCWIT

Working Conditions/Physical Requirements:

- 1) Ability to operate office equipment, use of a computer, scanner and copier
- 2) Dexterity in hand, arm and finger movement to operate a computer and equipment
- 3) Ability to travel throughout the region and state to attend required trainings and meetings
- 4) Must have accessible cell phone coverage, internet access after-hours for emergency and if working remotely.

Requirements:

- Bachelor's degree in relevant discipline, preferred Nonprofit Management, Business or Social Work/Social Justice. Relevant experience of 15 years or more will be considered in lieu of Bachelor's Degree
- Demonstrated track record of professional achievement with a combination of 10 years' experience in executive leadership and management positions within agencies that provide service to the community, domestic or sexual assault survivors or underserved populations.
- A minimum of 3 years' experience with hands on fundraising and grant writing experience



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- Understanding of board governance and executive director role in supporting an effective board including recruitment and relationship building
- Budgeting experience and oversight of financial management in a government or nonprofit setting
- Must demonstrate exceptional writing skills and the ability to work without a designated assistant to support word processing.
- Successful administration of state contracts and federal grants
- Understanding of nonprofit funding streams and service delivery models that include empowerment and self-directed leadership for program participants and staff.
- Knowledge of grant compliance
- Understanding of union settings and labor negotiations
- Demonstrated supervisory skills in a multicultural organization. Successful track record of supporting diversity and inclusion in the workplace or other initiatives.
- Strong facilitation skills, mediation skills a plus and awareness of trauma informed service delivery
- Excellent interpersonal skills and ability to collaborate with community members, funders, donor and direct service staff
- Commitment to ending violence and all other oppression through promoting social change. Willingness to learn about and actively use multicultural awareness and understanding in daily work.

NELCWIT accepts applications by mail or email, please send cover letter and resume to:

NELCWIT
 PO Box 520, Greenfield, MA 01302
 Attn: Executive Director - Hiring Committee
 Email: humanresources@nelcwit.org

NELCWIT is an equal opportunity provider, and employer. We strongly encourage applications from candidates of diverse backgrounds. AA/EOE/ADA



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