

Executive Director Position Summary

Open Arms Domestic Violence and Rape Crisis Services

Open Arms www.openarmsfindlay.org is seeking a new Executive Director with visionary leadership, unwavering dedication and a deep passion for women's rights and social change. Candidates must possess the capacity to work proactively and creatively in conjunction with our law enforcement agencies, legal systems and social networks to improve how domestic violence is addressed in our community.

The Mission of Open Arms is to offer and promote quality programs, services, and resources to those affected by domestic violence and sexual assault; to provide a safe environment for victims in such crisis situations; and to educate the community on domestic violence and sexual assault.

The new Executive Director will succeed Beth Meeks, the agency's longest serving director, who has accepted a position at the Louisiana Coalition Against Domestic Violence.

Organization Background and Accomplishments

Open Arms opened its doors to Hancock County in June 1981 as a grassroots shelter. As our community and laws regarding domestic violence have changed, so have our programs. In 1983 we added outreach programs, in 1987 a rape crisis program, in 1989 a program for offenders and in 1999 a visitation/exchange program. In 2008, Open Arms Domestic Violence & Rape Crisis Services provided services to 8,000 people in Hancock County.

The Executive Director Position and Key Qualifications

Reporting to the Board of Directors, the Executive Director is generally responsible for the following:

- Providing leadership to the organization and overseeing its day-to-day operations;
- Overseeing effective management of the organization's financial resources;
- Being the external face and voice of Open Arms to partners, stakeholder, legislators, and elected public officials;
- Working closely with stakeholders and continuously developing new mutually beneficial partnerships;
- Cultivating financial and other community support to sustain OA as a high performing nonprofit organization;
- Facilitating a strong working relationship with the Board of Directors and its committees; and
- Serving as an outspoken and respected advocate.

Ideal candidates for this position will have acute business acumen and share a deep commitment to the mission of Open Arms and to the people our agency serves and supports. They must possess a good sense of humor and a caring personality. Following are more specific desirable

experiences, attributes and characteristics that the Board of Directors will be looking for and considering:

- Knowledge of the domestic violence field;
- Experience with personnel management
- Record of accountability and effective management of an operating and capital budget;
- Record of demonstrated successful fundraising
- Leader who operates from a place of possibility with vision that inspires, motivates, directs and organizes others;
- Strategic thinking and planning, and demonstrated ability to develop and implement strategic plans;
- A demonstrated commitment to recruiting, maintaining, and supporting a diverse, multi-cultural workforce, board, as well as advisory structures;
- A commitment to nurturing and sustaining new leadership
- Extensive experience in human services/nonprofit sector
- Networking skills and the ability to sustain and build partnerships and collaborations with a wide variety of stakeholders;
- Exceptional communication and presentation skills, interpersonal skills and savvy;
- Experience working with a nonprofit Board of Directors
- Experience as a team builder, able to work with diverse constituencies and personalities;
- Political savvy and acumen;
- Commitment to social justice issues, feminism/feminist perspective and philosophy;
- Stellar record of integrity, honesty and trustworthiness;
- Maintains a good balance between strong advocacy and tactful diplomacy;
- 3-5 years experience as an Executive Director or Program Manager/Supervisor
- Bachelor's degree in Human Services, Business, or related field, or commensurate experience. An advanced degree is preferred.

Compensation will be competitive and commensurate with experience. Ideally, the new Executive Director would be available to assume responsibilities for this full-time position as early as February 1, 2010.

Application Process

To apply please email your resume along with a cover letter explaining your interest in the organization and salary requirements to: openarmsfindlay@yahoo.com or to Open Arms Executive Director Search, P.O. Box 496, Findlay, Ohio 45839

Review of the resumes begins Monday, December 14. The search will remain open until the position is filled.

Open Arms IS AN EQUAL OPPORTUNITY EMPLOYER.

Open Arms offers competitive salaries and an excellent benefits package.