

Sexual Assault Resource Center
Position Description - Executive Director

The Brazos County Rape Crisis Center, Inc. dba the Sexual Assault Resource Center (SARC) is a non-profit agency which has been serving the Brazos Valley Community since 1983. Services are confidential and include: a 24-hour crisis intervention service that provides support and assistance to sexual assault survivors, their families, and friends; information and referrals concerning the law enforcement, medical, and legal processes; support groups and individual counseling for sexual assault and child sexual abuse survivors; personal safety programs in both county schools systems; outreach and awareness programs for local agencies and groups; and efforts to change practices and culture to prevent sexual violence.

The following statements guide the Center's work:

Mission statement: The mission of the Sexual Assault Resource Center is to provide comprehensive services for and resources about sexual violence, primarily through 24-hour services and prevention education. We seek to ensure that the physical and emotional needs of anyone affected by sexual violence are met, and that everyone is treated with dignity and respect and is given accurate legal and medical information.

Vision statement: Center staff and volunteers envision working to end the cycle of violence through advocacy, empowerment, education, prevention, and community mobilization.

The Executive Director position is full time, exempt in accordance with the Fair Labor Standards Act, and requires regular day hours as well as frequent evenings and weekends.

Applicants must pass a drug test and criminal background check.

Responsibilities: The Executive Director is the professional administrator of the Center, responsible for all aspects of Center programs, services, and functions. The Executive Director is expected to model and encourage the Center's mission and vision.

Specific responsibilities include:

1. Direct Client Services – 50%

All SARC direct client service positions are required to provide client advocacy support and must attend the entire SARC Office of the Attorney General (OAG) Certified Training Program immediately after hire (if not a current Volunteer Advocate).

- All staff (including supervisory positions) will provide direct client services including accompaniment (criminal justice, law enforcement, medical), assistance with CVC

documentation, crisis intervention, group support, individual counseling, information and referral, hotline services, peer support, and victim advocacy. These duties take precedent over all other position expectations.

- Provide supervision to ensure that all SARC staff, that share equal responsibility during regular office hours to respond to clients by answering the Crisis Hotline, advocating for clients through hospital and law enforcement accompaniments, follow-up services, and providing support for walk-ins as needed
- Provide support and advice to staff and/or volunteers advocates about individual case issues or problems as clients navigate support services and/or the criminal justice system as needed
- Serve as backup to volunteers on nights and weekends on a rotating basis with other staff and/or Staff On Call
- Work closely with all agencies and professionals outside SARC who deliver services to sexual assault survivors to coordinate efforts, refine the community approach and improve client treatment through all systems
- Work closely with all agencies and professionals outside SARC who provide services to all community members regardless of age partnering with SARC to provide awareness, risk reduction, and/or prevention educational services; understanding that survivor outcries can occur at any place, time, or age.

2. Staff Management – 10%

- Oversee and provide leadership in the recruitment, hiring, and training, motivation, supervision, and evaluation of all agency staff members.
- Assure that staff members are assigned duties and positions appropriate to their education, experience, and training.
- Assign special projects and delegate other responsibilities to staff and volunteers.
- Reassign duties or positions when necessary.

3. Program Planning and Implementation – 10%

- Work with staff, Board members, Center volunteers, and community members to analyze trends, project community service needs, and plan for the Center's response to those needs.
- Work with staff and the Board Program Committee to assess Center programs and services.
 - Oversee all aspects of SARC program creation, development and implementation responsibilities related to victim services, which include educational outreach and victim/client services; and all awareness, risk reduction, and primary prevention education programs.

4. Program Grant Operations/Local Match Fundraising – 10%

- Write grant proposals and report financial statements and client / services data to funding organizations.
- Work with Board of Directors and Resource Development Committee to ensure adequate financial support for the agency.
- Contact, build, and maintain relationships with local community agencies/officials and local government agencies/officials to ensure financial and programmatic support of SARC clients and community/youth educational efforts.
- Contact and build relationships with major donors, including foundations, corporations and state and local governments in conjunction with the Board of Directors.
- Serve as Center's primary contact with all funding agencies.

6. Financial and Program Management – 5%

- Prepare, monitor and revise as necessary annual budget projection in conjunction with Board Treasurer and Executive Committee.
- Manage grant funding.
- Oversee all payroll and accounting functions.
- Supervise and work with the bookkeeper on all financial documents.

7. Board Support and Policy Setting – 5%

- Provide regular reports, support, and information to the Board of Directors.
- Assist in building a strong Board of Directors through training and relationship building.
- Maintain regular contact with all committees of the Board of Directors.
- Involve the Advisory Council in the Center's activities.
- In conjunction with Board of Directors, develop Center policies / procedures and insure compliance therewith.

8. Media and Community Relations – 5%

- Serve as the primary media contact for the Center and responsible for making statements on behalf of the Agency.
- Actively encourage support for accomplishing the Center's mission, vision, and values.
- Maintain the visibility of the Center by partnering with diverse community groups.

9. General Management – 5%

- Maintain nonprofit standards.

- Oversee contracts and leases.
- Manage Center facilities.

Qualifications Required:

1. Bachelor's degree
2. Two year experience in a non-profit or business management position or two years' experience in working with advocate organizations or one year of supervisory experience in related field.
3. Strong organizational skills.
4. Strong public speaking, writing, and presentation skills.
5. Experience with grant writing and foundation proposals.
6. Experience fundraising with individuals, corporations, and foundations.
7. Demonstrated effectiveness in building coalitions and/or working on multi-disciplinary teams.
8. Experience in working with people from diverse backgrounds.
9. Experience managing, leading and supervising staff and/or volunteers.
10. Demonstration of cultural awareness, sensitivity and competency.

Qualifications Preferred:

1. Doctorate or Master's degree and three years administrative experience in a nonprofit agency
2. Experience working with issues of sexual/domestic violence.
3. Knowledge of victims' service network and system of care for survivors of sexual violence.

Responsible to: the Board of Directors of the Sexual Assault Resource Center. Salary: Commensurate in the nonprofit field with education and experience. Benefits: Health, Life, Vision and Dental insurance; retirement investment plan; generous leave package.

Specific Duties

As defined by Board of Directors Executive Committee

Be the board's link to SARC's daily goings-on. Communication is key. Keep president and executive committee up-to-date on progress or occurrences of note through regular email updates and monthly meetings.

Work closely with bookkeeper, finance chair and board president to manage all aspects of the center's finances.

Maintain a strong, professional, mission-focused staff. Encourage retention through effective leadership and communication, autonomy and collaboration, and strong office relationships. Manage budget (work with board when needed) to provide tools staff needs to accomplish their work.

Represent SARC in all aspects of community, as well as statewide and nationally as necessary. Embody the organization's mission and clearly and effectively communicate goals and needs in order to form strategic relationships. Determine which partnerships are most effective, and apply most focus there.

Collaborate with board (president and committee chairs) to update/develop a strategic plan. Provide guidance and regular updates on progress. Work with president/executive committee to keep board focused on larger issues.

Develop community outreach programs that will raise awareness in the community about SARC and its mission so that we are able to reach more survivors, volunteers, community partners and donors.