

**WOMEN'S AND CHILDREN'S CRISIS SHELTER
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

Locations: Administration

Reports to: Board of Directors

Duties and Responsibilities:

- Demonstrate commitment to the mission of the Women's and Children's Crisis Shelter (WCCS), and articulate this mission to the Board, staff and community;
- Participate as ex-officio member of Board committees;
- Communicate with the Board concerning Emergency Shelter needs and operations to enable the Board to carry out its policy-making responsibilities;
- Oversee the day-to-day activities of all phases of the WCCS;
- Be aware and respond to changing community needs, including legislative issues;
- Set objectives with short and long term planning, including strategic planning with the Board;
- Develop and maintain contractual and other relationships with funding sources with approval of the WCCS Board of Directors;
- Explore, initiate, and develop fundraising opportunities to generate revenue;
- Review and evaluate the program to meet community needs and funding requirements;
- Adhere to and maintain a system for proper accounting of funds and documentation of services delivered for compliance of contracts;
- Develop, monitor, and maintain WCCS's budget and facilitate audits;
- Insure that all local, State, and Federal laws that affect WCCS are adhered to;
- Assure the safety and confidentiality of the clients to limit risk and exposure;
- Arrange for adequate facilities and equipment to meet health and safety requirements;
- Engage actively in community outreach and continuously maintain public awareness
- Utilize available community resource and proactively secure additional resources;
- Supervise all staff and oversee hiring, training, evaluation, and, when needed, terminations;
- Conduct staff meetings;
- Support staff in crisis intervention and working with domestic violence victims; and
- Perform additional duties as requested by the Board of Directors.

Qualifications:

- BA or BS required in Social Work, Human Services, Psychology, or related field;
- State of California forty-hour Domestic Violence Training Certificate, within 90 days of hire;
- First Aid/CPR Training Certificate, within 90 days of hire;
- Fluent Bilingual (English/Spanish) supervisory experience in domestic violence field preferred;
- Extensive grant-writing and fundraising experience required, including knowledge in government contracts;
- Management experience required;
- Knowledge of population served and diverse personal and cultural behaviors;
- Experience working with domestic violence and/or homeless population preferred;
- Public speaking, good communication, writing and computer skills;
- Must be able to work with minimal supervision;
- Must exhibit ability to role model non-judgement/non-violent behavior in conflict resolution;
- Considered a team player;
- Must have current California Driver's License, good driving record and current automobile insurance; and
- Have a clear State and FBI criminal background check.

Salary: Based on experience and qualifications.

Hours: Full-Time (40 hours); exempt. Some evening, weekend and on-call as scheduled/needed.

WCCS is an Equal Opportunity Employer