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Job Announcement

JOB TITLE: Executive Director

DEPARTMENT: Family Crisis Center of Prince George's County, Inc.
3601 Taylor Street, Brentwood, Maryland 10722-1322
Website: familycrisiscenter-pgco.org

REPORTS TO: Board of Directors

DEADLINE: June 30, 2013

START DATE: August 5, 2013

FAMILY CRISIS CENTER OF PRINCE GEORGE'S COUNTY, INC.

The Family Crisis Center (FCC), a non-profit organization, has been the primary provider of domestic violence services in Prince George's County for over 30 years. Financially supported by grants, fundraisers, and in-kind gifts, the FCC has served over 1,500 families. It's **Safe Passage Emergency Shelter**, is the only 24-hour, comprehensive shelter in the county. The FCC is staffed by residential managers, a hotline coordinator, counselors, case managers and administrative support staff.

POSITION SUMMARY

The Executive Director reports directly to the Board of Directors and serves as the FCC's primary representative, advocate and spokesperson while advocating on behalf of the women, children and families who are directly impacted by domestic violence in Prince George's County.

The Executive Director is experienced and skilled in understanding organizational systems and in providing administrative leadership and management of the Family Crisis Center of Prince George's County, Inc. She/He advances the vision, mission, and objectives of the FCC by building and maintaining partnerships with government agencies, law enforcement, social services organizations, the media, other community organizations and the Family Crisis Center's Board of Directors.

The Executive Director is responsible for building a cohesive, effective leadership team and promotes a supportive, collegial, diverse, and equitable working environment. The Executive Director serves as an inspirational model for collaboration, teamwork, and innovation at all levels of leadership. She/He is responsible for ensuring the fiscal integrity and accountability of the FCC, through budget planning and financial management. The Administrative is also responsible for strategic planning for the Agency and implementing goals toward measurable outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Development and Administration

- Provides administrative leadership and management of the Family Crisis Center, Inc., including its staff, services and programs.
- Provides vision and strategic leadership for the FCC's mission, objectives and short and long-term goals.
- Engages in best practices in service delivery for victims/survivors of domestic violence.
- Oversees direct services such as groups and individual counseling provided at our outreach office.
- Develops, implements, and enforces policies and procedures to facilitate the overall operation and effectiveness of the FCC.
- Effectively responds to crisis situations and employs problem-solving and decision-making skills to resolve crises and/or address critical and unexpected situations.

Budget, Finance and Funding Development

- Develops and monitors the FCC's budget in close collaboration with the Board of Directors.
- Obtains external sources of funding and other resources in support of the FCC and its services. Provides strategic leadership in FCC's fundraising and development efforts.

Staff Management and Human Resources

- Understands human resource management to inform hiring decisions, supervision of staff, performance reviews, and personnel issues.

Communications

- Serves as a spokesperson and advocate and exhibits an ability to optimize the organization's public image and credibility through media relations.
- Establishes and maintains a close and collaborative relationship with the Board of Directors.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately)

Minimum Qualifications: Master's degree in Social Work, Counseling, Psychology or a related field with and at least five (5) years of successful experience in a senior leadership position within a nonprofit or social services organization.

Preferred Qualifications:

- Comprehensive knowledge of the social services/direct services/non-profit community with a particular focus in the areas of domestic violence, human services, or crisis intervention.
- Strong commitment to supporting a diverse staff and clientele.
- Strong writing, communication, and interpersonal skills.
- Demonstrated experience in administration, leadership and supervision.
- Experience and knowledge working with non-profits/human services agencies.
- Demonstrated experience in fundraising, grant writing, and donor solicitation programs.
- Experience in establishing collaborative partnerships with key city, county, state, government agencies; private and public funding agency program managers, and community organizers.
- Experience in budget planning and fiscal management.
- Experience in innovative program development.

To Apply: Applicants can send materials **by US Mail OR via electronic mail** (e-mail). Send cover letter, resume, and the names and contact information for three **professional** references to:

Executive Director Search
c/o Carolyn Fleming-Williams, President, Board of Directors
Family Crisis Center of Prince George's County, Inc.
3601 Taylor Street
Brentwood, MD 20722-1322

OR

EMAIL TO: cfwill@verizon.net.

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