

Family Crisis Center of Baltimore County, Inc.

Job Posting - Executive Director

The Family Crisis Center of Baltimore County, Inc., is a non-profit organization with fourteen full-time employees. The Center offers immediate and long term comprehensive services to meet the unique needs of both victims and perpetrators of family violence. These services include a Crisis Hotline, Emergency Safe Shelter, Transitional Shelter, Victim Advocacy, Lethality Assessment Program, and Abuser Intervention Program.

A qualified candidate for the position of Executive Director must be licensed as a mental health professional in the State of Maryland.

The Executive Director is responsible for the overall administration of the Family Crisis Center of Baltimore County. Those responsibilities include:

1. Strategic planning and current and future composition and direction of the Center.
2. Identification, preparation and coordination of grant proposals to governmental and private sources to acquire funds for Center operations.
3. Administrative supervision of the Financial Manager, Administrative Assistant, Shelter Director, New Behaviors Coordinator and the Victim Advocate Coordinator.
4. Clinical supervision of the Shelter Director, New Behaviors Coordinator and Victim Advocate Coordinator.
5. Administrative and clinical supervision of clinical interns.
6. Development and/or approval of policies, procedures and clinical direction designed to ensure efficient delivery of necessary services and provide the necessary structure for Center staff to effectively deliver those services.
7. Develop and maintain a viable working Board of Directors.
8. Work with Board of Directors in the development of new programs or expansion of existing services to meet the goals and objectives of the Center and the needs of the community.
9. Preparation of reports and grant request to governmental agencies, funding sources and the Board of Directors.
10. Represent or provide representation of the Center on the various state and local boards and/or committees that coordinate broad efforts to provide services and develop policies that effect the funding, direction, legislation and services to the center's population.
11. Serve as building/facility manager for the Center.
12. Participate in the planning and execution of all fund raising activities of the Center.
13. Be responsible for carrying out any additional duties or directives assigned by the Board of Directors.

If interested, please submit a cover letter, resume, and (3) references to
familycrisiscenterdirector@gmail.com