



Executive Director

Program Description: DASH is an innovator in providing access to safe housing and services for survivors of domestic and sexual violence, and their families, as they rebuild their lives on their own terms. We envision a culture where safe housing is a human right shared by everyone.

The Executive Director has overall responsibility for financial and operational management of DASH and its local programs, and is responsible for contributing to and supporting the strategic priorities of the organization, as determined by the Board of Directors and in conjunction with the CEO. The Executive Director of DASH will be a strong and collaborative leader with a proven track record in staff supervision, budgeting and financial management, and fundraising. The Executive Director will ensure the ongoing excellence of DASH's programs and model, working in partnership with the CEO, to realize the mission success of the organization.

Report to: Board of Directors

Responsibilities:

Organizational Management and Leadership

- Hire, supervise and motivate a staff of twenty professionals and support personnel
- Recruit, orient and train diverse staff; develop work plans and evaluate performance, and coach staff in their professional development
- Develop and implement standards and protocols, systems and procedures, to assure organizational stability and effectiveness
- Strengthen and support internal communications with staff throughout the organization
- Oversee ongoing program evaluation to demonstrate quality of services
- Actively engage volunteers, partnering organizations, and other stakeholders to achieve mission success

Resource Development and Fiscal Responsibility

- Provide leadership in fundraising and resource development to support new and existing programs and operations
- Ensure reports to all regulatory and funding agencies are timely and accurate
- Expand and support relationships with institutional and individual donors
- Ensure adequate unrestricted funding and cash to assure appropriate operational objectives
- Develop and manage organizational budget in partnership with the Board of Directors
- Support and execute marketing, branding and development strategies for the organization, in conjunction with the CEO and Board of Directors

Board of Directors Relations

- Work in partnership with Board of Directors on setting income and strategic goals
- Serve as ex-officio on board committees and coordinate support for board operations
- Prepare and review regular financial and organizational reports
- Assist the Board and CEO in the development of an organizational strategic plan; manage and monitor implementation to ensure progress toward goals

Qualifications:

- Proven Leadership—Ability to lead organization through growth and turn challenges into opportunities
- Financial management and budgeting experience
- Demonstrated proficiency in fundraising
- Abilities in strategic planning and analysis
- Strong motivational and team building skills
- Excellent written and verbal communication skills
- Minimum of a Bachelor's degree required; graduate or professional degree in relevant field preferred
- Five years or more of supervisory experience
- Ability to work collaboratively internally and externally
- Experience in domestic violence service or housing/homeless services, particularly previous experience working with, and compassion for, the service population
- Non-profit knowledge or experience, including an understanding of non-profit finances, familiarity with the role of a non-profit Board, and fundraising
- Ability to successfully function in an environment that requires flexibility and creative thinking while maintaining the integrity of the organization and fidelity to the DASH model

To Apply: Email cover letter plus resume and brief (3 pages maximum) writing sample to info@dashdc.org (please put title of position on subject line). No phone calls or fax please.