



A Village for One

Uniting our community to uplift, support, heal, and build a home for youth impacted by commercial sexual exploitation and trafficking.
www.avillageforone.org

Executive Director

The Executive Director is the key management leader of A Village For One (AV41). The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Roles:

- 1) Board Governance: Working with the Board to govern and fulfill the organization's mission.
 - a) Leading AV41 in a manner that supports and guides the organization's mission.
 - b) Communicating effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Developing resources sufficient to ensure the financial health of the organization.
 - a) Maintaining the fiscal integrity of AV41. Submit to the Board a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
 - b) Fiscal management that includes operating within the approved budget, ensuring maximum resource utilization, and maintaining a positive financial position.
 - c) Fundraising and developing other resources necessary to support the organization's mission.
- 3) Organization Mission and Strategy: Working with the Board and staff to ensure the mission is fulfilled through programs, strategic planning and community outreach.
 - a) Implementing programs that carry out AV41's mission.
 - b) Leading strategic planning efforts to ensure the organization's ability to continue to fulfil its mission.
 - c) Enhancing AV41's image by being active and visible in the community and by working closely with other professionals, civic and private organizations.
- 4) Organization Operations: Overseeing and allocating appropriate resources to ensure proper operations of the organization.
 - a) Effective administration of AV41's operations.
 - b) Hiring and retaining qualified and competent staff.

- c) Signing of all notes, agreements, and other instruments made and entered into on behalf of the organization.

Job Responsibilities:

- Planning and operation of annual budget
- Establishing administrative policies and procedures for the day-to-day operation of the organization
- Serving as AV41's primary spokesperson to its constituents, the media, and the general public
- Establishing and maintaining relationships with various organizations in the state, and using those relationships to strategically enhance AV41's mission
- Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions and fundraising, and to increase the overall visibility of the organization
- Supervising and collaborating with staff
- Strategic planning and implementation
- Overseeing Board and committee meetings
- Overseeing marketing and other communication efforts
- Reviewing and approving contracts
- Other duties as assigned by the Board of Directors

Qualifications:

- Master's Degree in a related field
- QMHP qualification
- Transparent and high-integrity leadership
- 3+ years of nonprofit management experience
- Strong organizational skills, including but not limited to planning, delegation, program development, and task facilitation
- Ability to convey a vision of AV41's strategic future to staff, board members, volunteers, and donors
- Knowledge of fundraising strategies and donor relationship unique to the nonprofit sector
- Skills to collaborate with and motivate board members and volunteers
- Ability to interface and engage with diverse volunteer and donor groups
- Ability to supervise and collaborate with staff
- Strong written and oral communication skills
- Strong public speaking ability