



## **Executive Director**

LOUISIANA COALITION AGAINST DOMESTIC VIOLENCE (LCADV)

### **ABOUT LCADV**

The Louisiana Coalition Against Domestic Violence (LCADV) is the federally designated statewide network of battered women's programs, other organizations, and individuals who share the goal of ending violence against women and children in Louisiana. LCADV empowers its members through advocacy, education, resource development, and technical assistance.

### **The Position - Executive Director**

We are seeking an Executive Director for LCADV which is located in Baton Rouge, Louisiana, to oversee all operational aspects of LCADV. The Executive Director is responsible for the overall leadership, direction and administration of the programs and services of the Coalition. The Executive Director has demonstrated proficiency in all aspects of administration and has maintained a high level of performance. The Executive Director serves as an authorized representative for the Coalition in all matters and carries out policies set by the Board of Directors. He/she must possess a Bachelors' degree and 5 years' experience in the field of violence against women or a minimum of 10 years' experience in the field.

This position reports to the LCADV Board of Directors.

### **Essential Duties and Responsibilities**

Prepare annual operating budget; monitor expenditures to provide specified services within budget.

Implement and audit financial and operational policies approved by the Board of Directors. Prepare timely financial and program reports as required by LCADV, governmental agencies, or the governing board.

Ensure compliance with state and federal regulations.

Maintain a positive relationship with representatives of government agencies, funders, public officials and other individuals critical to the operations of the coalition.

Promote and maintain a working relationship with member programs, key stakeholders and allies.

Establish and maintain such national/state relationships as might be beneficial to the coalition.

Serve as primary spokesperson and liaison for coalition to other agencies, organizations and individuals.

Maintain awareness of and respond as necessary to trends in the field of domestic violence.

Hire, supervise and terminate key staff and personnel; ensure staff development in accordance with all State and LCADV standards and requirements.

Oversee comprehensive public relations and community awareness efforts.

Lead Public Policy advocacy at both state and national levels.

Write and manage grants, assist with fundraising.

Develop projects of service to member programs. Evaluate LCADV projects and recommend revision, growth or deletion as appropriate.

Participate in Strategic Planning for Coalition with the LCADV Board and monitor implementation of strategic plans.

### **Qualifications**

Understanding of the role of state domestic violence coalitions and domestic violence programs in the intervention and prevention of domestic violence.

Bachelors' degree and 5 years' experience in the field of violence against women or a minimum of 10 years' experience in the field.

At least two years of supervisory experience.

Experience in financial management, including budget preparation, cash flow management, and analysis of financial reports.

Ability to maintain confidentiality in all matters.

Ability to function effectively in stressful and/or crisis situations.

Commitment to work hours as needed to complete assigned responsibilities.

Ability to communicate effectively, both orally and in writing, and work effectively and diplomatically with Board of Directors, peers, subordinates, regulatory bodies, law enforcement and legal agencies, outside organization, and the general public.

Ability to set priorities, analyze and resolve problems, and make timely decisions.

Demonstrated limit-setting, problem-solving, creative/analytical thinking and organizational skills.

Demonstrated ability to manage time, evaluate progress, and to adjust tasks/activities to complete work within established time frames.

Ability to effectively supervise staff members and to work cooperatively as part of a team.

Ability to work independently with self-discipline and self-motivation.

Knowledge of state/federal legislative system.

Ability to work with people of diverse backgrounds.

Computer knowledge and skills, including Microsoft Word and Excel.

### **Travel Frequency**

As much as 30%

LCADV is always seeking talented individuals to join our growing organization and we offer a comprehensive and competitive benefit package. LCADV team members can also expect learning and growth opportunities, open and direct communication, and a fulfilling work environment.

**SATISFACTORY BACKGROUND CHECK, INCLUDING REFERENCES, IS REQUIRED**

**LCADV IS AN EQUAL OPPORTUNITY EMPLOYER**

Submit cover letter, resume and a writing sample to [lcadvedsearch@yahoo.com](mailto:lcadvedsearch@yahoo.com) care of Search Committee. Position open until filled but preference will be given to resumes received before December 9, 2016.