

# Job Description



**Title:** Executive Director  
**Reports to:** Board of Directors  
**Status:** Full Time  
**Location:** Bend, OR (serving Central OR)  
**Classification:** Salaried/Exempt

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**POSITION SUMMARY:** The Executive Director is responsible for the oversight or direct supervision of the administration, programs, facilities, and the strategic plan of the organization, including but not limited to fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

The Executive Director is expected to: **Lead and manage** with a passion for the mission of this innovative, forward-thinking organization in a collaborative spirit that engages others. Provide governance, stewardship, and ambassadorship to Saving Grace. **Sustain** the organization’s ongoing operations. Support a work culture that develops staff and leadership through effective communication, coaching, and respect. **Balance** present and future needs through investment in leadership capacities, operations and administrative systems, fiscal reserves, community education, and visibility. **Prioritize** positive collaboration with the board, staff, and community partners, and expanding and nurturing donor relationships.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**Governance:** Develop, implement, and monitor policies, plans and programs to achieve Saving Grace’s mission and goals as established in the agency’s governing documents. Provide overall operational direction and ensure efficient operations and quality service delivery. Be ultimately responsible for leadership, management, facilities and equipment, security and safety of the staff and clients of the agency. This includes:

### Board Development:

- Provide support to the Board President in preparing for monthly Board meetings and sending out materials to the Board in advance of meeting;
- Communicate respectfully, openly, and collaboratively with the Board, and provide program and other relevant information in a timely manner;
- Work with the Board to ensure the long-term sustainability of Saving Grace.

### Strategic and Operational Planning:

- Ensure that comprehensive year strategic goals are in place through collaboration with the Board and staff with measurable outcomes and timelines.

### Staff Development and Management:

- Oversee staff and volunteer selection processes, orientation, onboarding and training systems to clarify and ensure competency and commitment to Saving Grace mission, vision and values;
- Provide development, compensation and recognition plans that reflect Saving Grace’s commitment to staff and volunteers;
- Provide a work environment that supports staff and volunteers’ physical and emotional safety;
- Work closely with the Stewardship Team to develop and nurture a positive culture of transparency, trust, and support within the organization;
- Model and foster an ongoing performance management process.

**Stewardship:** Devise, implement and monitor strategies, and direct activities to ensure financial, political and logistical support for short-term success and long-range stability.

### Resource Development:

- Oversee the development and implementation of a comprehensive development plan (grants, events, and donor development) with measurable objectives and timeframes.

### Direct Service:

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- Oversee the development and implementation of agency’s core client services and provide strategic leadership, oversight, and assessment support to Stewardship Team

Fiscal Management:

- Develop and manage annual budgets;
- Manage financials to maintain a positive balance and clear and compliant audit;
- Provide sound oversight and management of federal, state, local, and private grants;
- Develop and implement fiscal policies and procedures for Board approval;
- Consult regularly with the Treasurer of the Board regarding financials, funding and other matters of fiscal management;
- Provide accurate monthly financial reports to the Board.

**Ambassadorship:** Serve as Saving Grace’s chief spokesperson to communicate the mission so that the organization is positively perceived and recognized for promoting collaborative, solution-oriented approaches for the benefit of stakeholders in the service area.

Marketing & Publicity

- Support development of the marketing plan, and regularly evaluate the goals and return on investments.

Community Relations

- Nurture and maintain relationships with the community, including the media.
- Represent Saving Grace regularly at community meetings and events, to ensure that education about DV/SA and the need in Central Oregon are provided through multiple forums;
- Keep a finger on stakeholder satisfaction by periodically measuring and monitoring.

Relationships

- Maintain effective, collaborative and positive relationships with staff, Board, volunteers, community partners and clients.

**Supervisory Responsibilities:** Has overall responsibility for all staff, including oversight of hiring and termination, orientation and onboarding, training and development, performance management; retention, employee relations; planning, assigning, and directing work. Carry out supervisory responsibilities in accordance with the organization’s policies, applicable laws, and best practices.

## QUALIFICATIONS

**Education & Experience:** 10 years of related nonprofit experience; or equivalent combination of education and experience; proven leadership, resource development and community relations experience. Experience and education specifically in the populations/social service areas served by Saving Grace are a plus.

**Licenses:** Valid Oregon Driver’s license and proof of automobile insurance.

**Knowledge, Skills & Abilities:**

Knowledge of:

- Oppression- and trauma-informed awareness;
- Roots of intimate partner violence and family violence;
- Principles of “safety first” for survivors of domestic and sexual violence, stalking and human trafficking;
- Healthy relationships;
- Principles of providing social services to diverse populations;
- Public program planning, development, grant-writing, budgeting and management;

Skills:

- Effective and supportive leadership and management skills;

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- Strong interpersonal and communication skills (verbal and written);
- Demonstrated success in writing and attaining grants;
- Effective planning and organizing skills;
- Strong project management skills;
- Proficiency in Microsoft Office Suite;  
Proficiency with QuickBooks or other accounting software.

Ability to:

- Model healthy relationships;
- Build collaborative, effective teams and a positive work environment;
- Diplomatically bridge with individuals and groups in support of our mission;
- Read, analyze, and interpret journals, governmental regulations, business correspondence and instructions;
- Write reports, business correspondence, and procedures;
- Work with a broad range of people from diverse backgrounds and life experiences;
- Respond effectively and confidentially to sensitive inquiries, concerns and complaints;
- Effectively present information on controversial topics and speak persuasively;
- Convene and guide groups of people toward focused results;
- Work well under stress and respond effectively to crisis situations;
- Work effectively, respectfully, and cooperatively with the Board of Directors, staff, volunteers, donors and community partners;
- Practice good self-care and stress management.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions.

While performing this job the employee is regularly required to talk and hear; stand; walk; drive and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and lift up to 25 pounds. Vision requirements include close, distance and peripheral vision, depth perception and ability to adjust focus.

Other Requirements:

This role requires that the employee manages stress appropriately, makes good decisions under pressure, manages anger/fear/hostility and violence of others appropriately, handles multiple priorities, manages conflict resolution effectively, is able to work alone/independently, and able to work collaboratively in groups, and able to keep a pulse on the organization to sense when issues are starting to develop.

Working Conditions: The work environment is primarily indoors, generally in an office setting with a usually moderate noise level, such as ringing phones, many people speaking at once, copiers, fax machines and printers; a high percentage of time is spent using a computer/CRT or laptop. The environment involves elevated levels of stress that includes exposure to violence, often including graphic descriptions of heinous crimes against children and adults. This position requires regular travel throughout the service area and occasional weekend and evening work.

Saving Grace provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Saving Grace complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.