



EXECUTIVE DIRECTOR JOB DESCRIPTION

RISE seeks a visionary Executive Director to lead, strengthen, and advance the organization's work responding to and preventing intimate partner violence and sexual assault/abuse (IPV/SA).

Organization

RISE is a nonprofit organization that serves survivors of intimate partner violence and sexual assault/abuse and their loved ones. The tagline of RISE— Respect. Inspire. Support. Empower. embodies the work of RISE. We believe RESPECT is the cornerstone to ending violence and creating peace. We INSPIRE the community to be active in the movement to end gender-based violence. We SUPPORT loved ones of those affected by sexual assault/abuse and intimate partner violence. We EMPOWER victims to heal from trauma and transform their lives.

Position

Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for RISE's staff, programs, and execution of its mission. They have a deep knowledge of the field, core programs, and operations.

Essential Duties and Responsibilities

- **Leadership and Management**
 - Provide effective and inspiring leadership
 - Ensure ongoing programmatic excellence through rigorous evaluation, including ongoing opportunities for staff and client feedback
 - Communicate clearly and effectively with multiple and diverse stakeholders internally and externally to support organizational success
 - Actively engage and energize staff, volunteers, board members, partner agencies, and funders
 - Develop, maintain, and support the board of directors; serve as ex-officio on executive committees
 - Lead, coach, and empower staff; provide ongoing evaluation and support development
 - Share in knowledge dissemination, reporting, and communications
 - Represent RISE at local, regional, and statewide conferences, professional associations, and other public venues
- **Fundraising and Communication**
 - Expand revenue generating and fundraising activities to support existing program operations; actively seek creative and innovative fundraising and income opportunities
 - Deepen and refine all aspects of communications with the goal of creating a stronger brand and awareness in the community
 - Actively work to develop and maintain relationships in order to garner new opportunities
- **Planning and Vision**
 - Lead and oversee development of strategic goals and track progress



- Steward and develop thought leadership around the organization's strategic plan in collaboration with the board and staff
- Constantly stay abreast of best practices in the field in order to inform RISE's goals and objectives, and to provide the highest quality services
- Ensure all agency activities operate consistently and ethically within the mission and values of RISE

Characteristics, Experience and Vital Contributions

The Executive Director is thoroughly committed to RISE's mission. All candidates should have proven leadership, relationship and organizational management abilities. Concrete demonstrable experience and other qualifications include:

- **Characteristics:**
 - Unwavering commitment to quality violence response and prevention programs, and data-driven program evaluation
 - Knowledge of and dedication to the IPV/SA movement, the intersectional identities and experiences of survivors, and emerging best-practices in the field
 - Strategic, creative, and growth-focused
 - Passionate, idealistic, positive, mission-driven, self-directed, and a person of integrity
 - Dedicated to providing client-centered, empowerment-focused, trauma-informed services to a diverse community
- **Experience and Skills:**
 - Excellence in organizational management with the ability to coach staff, develop and maintain high-performance teams, set and achieve strategic objectives, and manage a budget
 - Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
 - Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
 - Demonstrable proficiency in nonprofit governance; past success working with a board of directors and the ability to cultivate existing and new board member relationships
 - Practiced in inclusive decision-making; ability to work effectively in collaboration with diverse groups of people
 - Advanced degree, ideally an MA/MS, with at least 3 years of senior management experience; track record of effectively leading a high-performing organization and staff
 - *Bilingual (Spanish/English) highly preferred*

Requirements

- All RISE staff and volunteers must complete a live-scan (paid for by the agency)
- Must possess a valid ID and reliable transportation
- All RISE staff and volunteers must complete the 65-hr California State Certified Sexual Assault & Domestic Violence Crisis Counselor Training (provided as on-the-job training)



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RISE is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability. RISE is a Drug Free Workplace.

Salary and Benefits

- **Compensation:**
 - \$80,000 – \$100,000 (DOE)
 - Full Time/Exempt

- **Benefits:**
 - Health, Dental, and Vision Insurance
 - Vacation, Holiday, and Sick pay
 - Retirement Plan

Submit your interest in the position of RISE Executive Director no later than midnight on September 15th, 2019

- **Components:**
 - A cover letter indicating your interest.
 - Your resume, including: Name, mailing address, email address, and phone number
 - Writing Sample (see prompt below)
 - RISE Job Application (found at riseslo.org/employment), including a list of three (3) references (one of which is a professional supervisor, and one of which is a professional supervisee) with contact information

- **Format:**
 - Submit three (3) PDF documents named:
 - 1) First Name Last Name Cover Letter
 - 2) First Name Last Name Resume
 - 3) First Name Last Name Writing Sample
 - Email only to: recruitment@riseslo.org

Writing Sample Prompt

- **Please follow the prompt below:**

RISE is engaged in a two-year grant project funded by a prestigious private foundation called Money Bags Foundation. This project requires staff members to work together in partnership with local schools implement a new program called “Healthy & Happy” which will provide leadership development and education on healthy relationships to students in San Luis Obispo County.

The project has seen great success the first year. The initial results were well-received by the foundation, and they are looking forward to expanding funding to help the program grow.

It is now three weeks before the start of the new school year and the superintendent from one of the schools has informed you that they will not allow programming to continue unless the curriculum is



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completely revamped. This has left RISE to administer the project without the partnership of one of its primary school sites, which will make it very difficult if not impossible to expand the program, and may put grant funding at risk.

- **Draft a letter to the funder explaining the recent breakdown in partnership. Be mindful that it is important to preserve the reputation of RISE as well as the relationships with all of the project partners, including the foundation and schools.**