



Executive Director Position Description

Option House, Inc. is a 501(c)(3) non-profit serving San Bernardino, California that works to create social change so that one day no adult or child will ever experience the trauma of domestic violence and sexual assault. Option House, Inc. provides safety and advocacy to people and families through emergency shelter and services offered 24 hours a day, 7 days a week, dedicatedly supporting the Option House, Inc. mission that through advocacy, education, and shelter we promote change for people affected by interpersonal violence to live a life free from abuse.

The Option House, Inc. Executive Director is a full-time position, with benefits (health, dental, vision, paid sick and vacation) that leads the operations that enable Option House to carry out its mission and supporting dedicated staff. The ED reports to a Board of Directors.

The Salary is negotiable, dependent on experience and qualifications. Salary negotiation may also include a component of quantified successes in fund development within the first year of hire.

Option House is seeking an Executive Director whose responsibilities include, but are not limited to:

Program Development and Operations

Leadership Development, Organizational Planning, Staff Management

Organizational Planning

- Establishes and maintains positive relationships with community partners including medical professionals, law enforcement, District Attorney, etc.
- Establishes and maintains positive relationships with and ensures Option House has a leadership role on inter-agency teams, councils, and other local, regional, and state advisory boards.
- Initiates and oversees new Option House projects and services approved by the Board.

Staff Management

- Develops and maintains a supportive work climate which allows for the successful performance of the Option House team.
- Oversees staff recruitment, compensation, and retention.
- Directs implementation of Option House Policies.
- Supervises administrative and direct service staff and supports all Option House staff in administrative duties and direct service provision.
- Serves as a resource to the Board of Directors in developing and revising Option House Policies.

Leadership Development

- Acts as a resource in Board deliberations and ensures the Board receives accurate and timely information crucial to its effective functioning by attending Board and committee meetings and preparing written and verbal reports.
- Reports to and consults with the Board of Directors on problems and concerns related to the agency and communicates to the Board the ongoing program needs and activities of the agency.
- Assists the Board in recruiting, training, and orienting new Board members.
- Acts as a resource to the board in policy development.

STEWARDSHIP

Resource Development, Fiscal Management

Resource Development

- Establishes and maintains positive relationships with local, state, and federal government agencies as well as foundations, community partners, and individual donors.
- Designs and implements a fundraising plan based on goals and board direction.
- Identifies new sources of donation, state, foundation, and government funding.
- Responsible for the preparation and submission of funding applications.

Fiscal Management

- Responsible for preparing and oversight of the Option House annual budget.
- Oversees preparation of monthly financial reports to funding sources and the Board.
- Serves as the agency's liaison with granting sources and is responsible for the renewal and management of contracts made with funding agencies.
- Works directly with Option House's fiscal personnel and outside auditors as needed in preparation of agency's financial management.
- Acts as a resource to the Board to ensure understanding of fiscal responsibilities and processes.

Resource Development

Community Relations, Advocacy, Public Relations

Community Relations and Advocacy

- Promotes public awareness of Option House's programs and services and the needs of the individuals who seek Option House's services.
- Serves as the public face of the agency, including delivering and approving presentations and serving as the primary contact for press releases, feature articles, and interviews in print, on radio, and with other media.
- Acts as primary Option House contact with community agencies and organizations and serves on or recommends Option House Team members to sit on statewide boards, such as the California Partnership to End Domestic Violence and the San Bernardino County Coalition of Shelter Agencies.

- Has strong knowledge of interpersonal violence as it is conveyed in the Option House mission and consults, educates, and promotes to further Option House's mission.

Professional qualifications for the position include:

- A bachelor's degree in a social services, social work, public administration, behavioral sciences or similar field or equivalent experience
- Transparent and high integrity leadership
- Nonprofit management experience
- High level strategic thinking and planning.
- Ability to envision and convey the agency's strategic future to the staff, board, volunteers and donors.
- Ability to communicate the agency's mission effectively to donors, volunteers and the greater community.
- Demonstrated ability to oversee, support and collaborate with staff.
- A proven history generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous experience working with partner agencies, law enforcement, interagency teams, steering committees, councils, and other local, regional, and state advisory boards.
- Solid organizational skills including planning, delegating, program development and task facilitation.
- Proven financial management skills including budget preparation, analysis, decision-making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

If you are interested in applying for the Option House Executive Director role, please email a cover letter, your resume, and a list of professional references to mstein@optionhouseinc.com