

Fox Cities Victim Crisis Response Team, Inc.

Position Description: Executive Director



NATURE OF WORK

This is an executive level position responsible for direction and supervision of the Fox Cities Victim Crisis Response Team in fulfilling its mission to assist local public safety agencies in responding to the immediate needs of victims of crime and members of the community in crisis. Work involves managing program activities; developing and implementing a strategic plan; hiring, managing, and retaining staff, both paid and volunteer; fundraising and fiscal management, to include developing an annual budget and grant administration; cultivating a strong working relationship with the Board of Directors; and publicly representing Fox Cities Victim Crisis Response Team, Inc.

This is an at-will position, with work performed under the direction of the Fox Cities Victim Crisis Response Team, Inc. Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage daily program activities
- Develop, implement, and maintain tracking systems for program activity
- Develop and implement strategic plans, goals, and objectives
- Review and report program progress in relation to strategic plans, goals, and objectives
- Recruit, hire, train, and retain program employees and volunteers
- Establish and maintain lines of communication with paid staff, volunteers, participating public safety agencies, and the Board of Directors
- Supervise and evaluate program staff and volunteers
- Foster professional relationships in support of the program mission, vision, and values
- Manage day-to-day fiscal activities
- Develop an annual operating budget
- Cultivate relationships with, and solicit financial support from, foundations, corporations, individuals, and community organizations
- Administer/manage grants, to include application and submission of required reports
- Attend all Board meetings
- Oversee implementation of all Board directives
- Apprise Board of program operations/issues
- Perform other functions as required or assigned by the Board of Directors

ANCILLARY JOB FUNCTIONS

- Attend community meetings
- Schedule and facilitate meetings for staff and volunteers
- Schedule work activities for staff and volunteers
- Perform duties of a victim crisis responder
- Coordinate and complete administrative tasks of the program

REQUIREMENTS OF WORK

Bachelor's degree in a related field. Experience or training in crisis intervention, social service program development, administration of volunteer, non-profit, or public service agency, or any combination of experience and training which provides equivalent knowledge, abilities and skills. Additional requirements include:

- Ability to oversee and collaborate with staff
- Ability to train, teach, and mentor
- Ability to develop and foster positive ideas and solutions to further program goals
- Strong written and oral communication skills
- Strong public speaking ability
- Ability to work well with all participating police agencies, volunteers, community groups, other state and local departments
- Ability to engage and interface with diverse volunteer and donor groups
- Ability to classify, compute and tabulate data and information
- Ability to maintain office records in an organized manner
- Ability to exercise good judgment, decisiveness and creativity in response to situations
- Ability to adhere to high ethical standards
- Ability to maintain a high degree of confidentiality
- Ability to operate, and teach others how to operate, a variety of office equipment
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.