

Agency Summary: The Victim Center (TVC) is a nonprofit that serves adults and children who have experienced violent or sexual crimes. All services are free-of-charge and include 24/7 crisis intervention, daytime advocacy, prevention education, and mental health counseling.

Job Summary: Responsible for overall management, development, and oversight of strategies needed to advance the mission, programs, and goals of The Victim Center. Works in conjunction with the Board of Directors, collaborating partners, funders, employees, and volunteers to carry out all aspects of agency initiatives. Serves as the face for the organization. Oversight of all agency operations and programs. Responsible for organizational budget oversight and maintaining fiscal controls, as approved by the Board of Directors.

Reports to: Board of Directors; Board President is the person responsible for performance management.

Work Location: The Victim Center, 815 W Tampa Street, Springfield, MO 65802. Some work- from-home available. Travel for training required on occasion.

Employment Status: This is a full time (40+ hours per week) salaried exempt position.

Work Hours: Employee can create their regular schedule. Attending agency and community events outside of business hours will be required regularly. Attending some events on weekends will be required occasionally. Agency home-office hours are Monday-Thursday 8 a.m. to 6 p.m. However, The Victim Center operates services through its hotline 24/7 and there are other services that operate at varied hours.

Compensation: Salary is commensurate with experience and education. Benefits available to full-time staff include health, vision, dental, and life insurance, flexible spending accounts, 401K, and generous paid time off.

Core Responsibilities:

- **Agency Leadership:**
 - Ensure the mission/vision/values of the organization are carried out.
 - Build trust within the community.
 - Serves as an Authorized Official for the organization, within the limits outlined in the agency's bylaws and financial policies.
 - Oversight of organizational compliance with all laws, service standards, grants, and contracts.
 - Ensure legal compliance for operating a 501c3 nonprofit agency.
 - Ensure annual/quarterly reports and taxes to state and federal government sources are filed in accordance with the law.
 - Oversight of all agency programs and services.
 - Develop strategic partnerships for the success of the agency's mission.

Executive Director (cont'd)

- Develops agency Strategic Plan in conjunction with the Board of Directors.
- Oversight of organizational Action Plans, dovetailed with the Strategic Plan.
- Directly supervise director-level employees.
- Stay updated on all evolving issues at the local, state, and federal levels that impact the organization and its clients.
- Comply with Organizational Bylaws.
- Work with the Board President and Executive Committee to recruit, train, and support the Board of Directors.
- Work with the Board President and Executive Committee to facilitate Board Meetings and related agendas, work groups, and meeting minutes.
- **Development and Financial:**
 - Ensure the agency's development activities support the mission of the organization; support development staff in creating strategic financial goals.
 - Support development staff with major grant and donor solicitation/cultivation.
 - Regularly review and update the agency's financial policies in conjunction with the Board of Directors.
 - Work with the Board Treasurer, Assistant Treasurer, and administrative staff to provide oversight of organizational financial health, financial controls, and financial reports.
 - Promote organizational financial and program goals through the Great Game of Business
 - Work in conjunction with an independent auditor to conduct an annual organizational audit.
 - Work with professional tax advisors to file annual 990s.
 - Serves as a signor and Authorized Official on all organizational financial accounts, within the limits of the agency's financial policies.
 - Oversight of agency payroll and accounting systems.
- **Operations/Human Resources:**
 - Oversight of all agency operations.
 - Ensure organization maintains appropriate Corporate Insurance.
 - Oversight of all agency HR functions, to include employee relations, compensation plans, hiring, disciplinary action, internal personnel policies.
 - Ensure supervisors are practicing effective management techniques.
 - Approves all agency procedures; works with the Board of Directors to regularly revise agency policies.
 - Promote a positive and effective workplace.
- **Other Duties**
 - Further agency trust and collaboration with various stakeholder groups.
 - Represent the agency in media interviews and participate on strategic task forces or community work groups.

Executive Director (cont'd)

- Provide oversight of the agency's brand development.
- Ensure all aspects of the organization's mission are in line with core values and trauma-informed approaches.
- Other duties as assigned by the Board of Directors

Additional Responsibilities:

- Consistently demonstrate highest levels of professional integrity and ethical conduct.
- Adhere to strict client confidentiality standards as required by law.
- Adhere to trauma-informed best practices for assisting victims of violent/sexual crimes.
- Adhere to TVC's core values, DEI statement, and statement of non-discrimination.
- Make necessary reports for concern of health, safety, and well-being of minors and adults over 18 with disabilities and/or persons over the age of 60.
- Communicate sensitive agency business to the Board President and Executive Committee in a timely and professional manner.

Required Qualifications:

- Bachelor's Degree in a related field.
- Minimum of five years of work experience in nonprofit management.
- At least five years of experience in fundraising.
- At least five years of experience supervising employees.
- At least five years of experience in writing budgets and/or basic financial management.
- Ability to pass a national criminal background check and a Child Abuse and Neglect investigative background check.
- Excellent oral and written communication skills.
- Excellent public speaking skills.
- Excellent public relations and relationship-building skills, including conflict management.
- Ability to meet deadlines.
- Organized.
- Basic computer skills necessary to conduct the essential functions of the job.
- Ability to sit and/or stand for extended periods of time interchangeably.
- Ability to lift and carry 10 pounds (such as training materials, laptops, and supplies)
- Visual acuity necessary to read and develop agency materials.
- Reliable personal transportation and a valid driver's license with the minimum motor vehicle insurance as required by law for use in attending meetings and events off site.

Preferred Qualifications:

- Experience in Quickbooks
- Moderate skills in utilizing Microsoft 365 suite.
- Literate in nonprofit financial reports.

Core Competencies and Motivational Fit:

- Commitment to The Victim Center's mission, vision, goals, and values.
- Thorough understanding of trauma and its impact on victims; ability to lead an organization in a trauma-informed manner.
- Constant awareness of emotional, cultural, and physical safety concerns for clients and TVC associates, in adherence to TVC's standards.
- Ability to work both autonomously and collaboratively without direction.

Diversity, Equity, and Inclusion (DEI): The Victim Center believes that all people deserve to feel respected, included, and safe. We foster our commitment to equitable treatment by engaging in trauma-informed practices that support the physical and emotional safety of clients, staff, volunteers, donors, and community members who choose to walk with us.

We know that trauma stemming from violent or sexual crimes may also be compounded by past and present trauma from prejudice, bias, and discrimination. We honor each individual's journey with us as unique and self-driven. We see strength in differences. We understand that the principles of diversity, equity, and inclusion are essential to our effectiveness in fostering health and safety in our community.

TVC does not tolerate unlawful discrimination in its employment practices. No question in this application process is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of race, color, ancestry, national origin, gender identity, sex, sexual orientation, marital status, religion, age, disability, results of genetic testing, service in the military, HIV Status, or any other protected status under applicable federal, state, or local law.

Application Instructions:

- Submit a resume and a cover letter explaining why you are the best candidate for the position directly and only to [acrites\[at\]thevictimcenter.org](mailto:acrites@thevictimcenter.org).
- Include "Executive Director Position" in the subject line.
- Applications sent through the Indeed messaging or application systems will not be reviewed.
- Video and in-person applications will not be accepted.
- Interviewees will be required to complete an agency employment application.
- Applications will be reviewed until the position is filled, with priority given to candidates who apply on or before **Friday, July 21**.
- For inquiries about the position, please email [acrites\[at\]thevictimcenter.org](mailto:acrites@thevictimcenter.org).

Equal Opportunity Employer Statement: TVC is an equal opportunity employer. We provide equal employment opportunities to all employees and applicants for employment without

regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. It is TVC's policy to provide Equal Employment Opportunity in full compliance with, among other laws, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation act of 1973, Vietnam Era Veterans Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990 and the Uniformed Services Employment and Reemployment Rights Act. All employment-related decisions are based solely upon legitimate job-related factors including, but not limited to skill, ability to perform essential job functions and past performance. The Victim Center expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Statement of Non-Discrimination: The Victim Center does not discriminate against its program participants or beneficiaries on the basis of race, color, national origin, religion, limited English proficiency, disability (including substance abuse), age, sex, gender identity, sexual orientation, marital or partner status, HIV/AIDS or other physical health status, immigration status, or residency.