

# Executive Director for a Domestic Violence Shelter for Women and Children

## Description:

Moultrie Non-Profit Organization seeks energetic, outgoing, well-organized Executive Director with good communication skills to manage Domestic Violence Shelter.

## Responsibilities include but are not limited to:

- Direct interaction with domestic violence victims;
- Hiring, training and supervision of all personnel including staff and volunteers;
- Planning and implementing budget, and oversight with reporting of complete and accurate fiscal controls;
- Seek funding sources including the writing and administrating of grants;
- Oversight of physical facility;
- Promote community relationships and outreach;
- Insure that services are in compliance with federal and state standards for domestic violence shelters;
- Remains current on the latest research relating to domestic violence and shelter management
- Meets with other social service providers regarding client support needs and services.
- Reports directly to the volunteer Board of Directors and works under its direction to assure that programs, activities and services meet the mission, goals, values and work plan of the organization.

Qualifications:

4 year degree preferred in Social Services or related field

Writing and administration of grants preferred

CPR/First Aid required within 1<sup>st</sup> 90 days

Salary:

\$34,000 minimum-negotiable, depending on education and experience

Final candidates will be provided with packet of complete job description.

**The successful candidate must successfully pass a pre-employment background check investigation (BCI) and drug screening.**

**Applicants must send a resume and three (3) references by 12/13/13.**

Applications may be e-mailed to:

[Serenityhouse@windstream.net](mailto:Serenityhouse@windstream.net)

All applicants **must** also send a hard copy to:

Search Committee

PO Box 2292

Moultrie, GA 31776