



EXECUTIVE DIRECTOR

JOB DESCRIPTION

Classification: Full-time-Exempt

Supervised By: Board of Directors

Salary Range: \$68,500 - \$72,000

Depending on experience and skills

Now in its 40th year, Family Crisis Services, Inc. (FCSI) is a community-based, private non-profit committed to providing inclusive, confidential survivor-defined crisis intervention, advocacy and safety services for survivors of sexual assault and domestic violence. FCSI has a 5-bedroom, 11 bed shelter and 24-hour crisis line serving Fremont and Custer Counties. Having gone through a recent transition, FCSI has reaffirmed the critical role of confidential advocacy and crisis services within community response and has made internal changes that reflect this reaffirmation. Read Board Statement (attached). See internal structure (attached).

Job Overview/Description: The Executive Director is the public face of the organization and represents the integrity, ethics, and practices of the organization at all times. The Executive Director provides organizational leadership and oversees the management of the organization, its programs and resources, working in partnership with, and taking direction from the Board of Directors.

Responsibilities and Duties:

- Develop and monitor annual budgets and long-range fiscal projections in collaboration with the Board of Directors.
- Prioritize increasing employee salary, wages, and benefits.
- Provide fiscal oversight and overall preparation and management of all grants and contracts.
- Ensure adequate funding to support the activities of FCSI
- Support the board of directors in all their FCSI fundraising and donor events.
- Provide confidential, trauma-informed victim services including, but not limited to, crisis response, hotline advocacy, individual advocacy, court accompaniment, assistance with victim compensation and appropriate referrals.
- Implement the development of resources/model programs related to sexual and domestic assault and conducting evaluations of all agency programs.
- Oversee all primary prevention efforts of sexual and domestic violence efforts.
- Attend external meetings and taskforces related to sexual assault and domestic violence and work to improve the safety and well-being of people who have or are experiencing domestic violence and/or sexual assault through the development of relationships, partnerships, policies, protocols, and practices within the systems and institutions with whom they routinely interact.

- Hire, manage and evaluate staff in accordance with Human Resource requirements and best practices.

Required Qualifications:

- Bachelor's Degree in related field OR minimum of 5-years non-profit management experience or a combination of the two.
- Minimum of 5-years' experience in grant preparation, grant management, fund-raising, and staff supervision.
- Minimum of 5-years' experience in financial management.
- Must have basic accounting skills (QuickBooks Nonprofit preferred).
- High level of understanding and training in the dynamics of sexual assault and domestic violence and the impact on child and adult victims.
- Public relations experience.
- Ability to collaboratively navigate institutional response for the purpose of improving victim safety and well-being.
- Proficiency in Word, Excel and Outlook.
- Excellent written and verbal communication skills.
- Self-motivated.
- Must be organized, detail oriented and flexible, with an ability to multitask and prioritize.
- Proven ability to meet deadlines and manage multiple projects.
- Demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
- Demonstrated leadership ability.
- Must have a vehicle in good working condition and a valid Colorado driver's license (or ability to obtain one).

Preferred Qualifications:

- Experience with Salesforce.
- Commitment to inclusivity and equity.
- Experience with transitional shelter and rapid rehousing programs.
- Experience living and working in a rural area/community.
- Familiarity with *Blueprint Community*, *Blueprint for Safety*, and/or *The Domestic Violence Safety and Accountability Audit* , Praxis International.

Other Responsibilities: May include evening, weekend hours, and in-state and out-of-state travel. The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Therefore, other duties may be assigned by the Board of Directors.

Benefits:

FCSI benefits currently include the following:

- 11 Holiday Days, to be selected by FCSI employees for Calendar Year 2022;
- \$6,000 annually (or at six weeks after hire) to enroll in the employee's choice of health plan through the Colorado Affordable Care Act Plans or other place.
- \$400 annually (or at six weeks after hire)

- Retirement plan – 3% of gross salary.
- Generous vacation and wellness plan based on a tiered structure that takes years of continuous employment into consideration. Figures are available prior to interview.

FCSI is an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, gender identity, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

Furthermore, FCSI values the lived experience of survivors and believes that their knowledge enriches the quality of services. Survivors are encouraged to apply.

Applicants are required to submit a resume and a cover letter, or video recording, that succinctly addresses the following questions:

- a. What do you think is the difference between a leader and a boss?
- b. What is the basic element of effective communication?
- c. The salary range for this position is \$68,500 and \$72,000 and dependent upon experience and skill level. Address the minimum salary within this range that is acceptable to you.
- d. What do you want us to know that is not in your resume?

Reply to Pat Tessmer at pat@familycrisisonline.org

Reboot 2021 - *Advocacy First*

A message from the Board of Directors

July, 2021

In response to feedback from community partners, we, the Board of Directors of Family Crisis Services, Inc., (FCSI) recently initiated internal changes to strengthen the organization's ability to serve survivors of domestic violence and sexual assault. The feedback we received helped us to recognize that we needed to take action. We acknowledge that transition can be difficult for some even as we work towards a future that we are positive will be of more benefit to our community.

It is important for us to note that before the first domestic violence and sexual assault advocacy organizations opened in Colorado in the seventies, both social services and mental health services existed and were fully operational. They did great work but did not meet the very specific needs of domestic violence and/or sexual assault survivors. Consequently, community- based advocacy organizations began opening to provide advocacy, crisis intervention, peer counseling, support, safety, and education to survivors and to advocate on their behalf within civil and criminal justice systems and social service institutions. The more sophisticated advocacy of today fills an even more critical role as the complexity of system response continues to evolve.

Over time, many nonprofit organizations find that they have drifted from their original mission. This is not necessarily a bad thing if the mission is no longer relevant. However, when the organization's mission is both relevant and compelling as is ours, we as board members must ask ourselves "*Are we on a path that brings us closer to achieving our Mission or have we drifted and are we beginning to replicate systems and institutions that have historically been challenging for survivors?*" As individuals, we ourselves are a group of people who care deeply about survivors, justice, and the right to live free of abuse. Our answer is clear. Family Crisis Services, Inc. is first and foremost a victim advocacy and crisis organization, working to increase the safety and well-being of survivors of domestic violence and sexual assault.

Our focus is on empowerment-based, trauma-informed crisis intervention and counseling; advocacy on behalf of survivors within the community to expand and enhance safe options; criminal and civil justice systems advocacy, and awareness and education to bring about social change. It is to this end that we go forward. We have secured an experienced interim executive director to guide us in strengthening our programming and assist us in implementing our Reboot2021 - *Advocacy First Initiative*.

We are fortunate to be part of an amazing community whose members are incredibly caring and generous and who have helped support Family Crisis Services, Inc. for 40 years. We hope that our message speaks to you and that you will consider sharing our journey. We will be posting staff positions, taking applications for board members, and recruiting volunteers across several areas in the weeks and months to come.

We welcome your suggestions and comments and encourage you to reach out to us.

Abe England, Board President Email: aengland@familycrisisonline.org

Tina Olguin, Board Treasurer Email: tina@familycrisisonline.org

Brandi Ellis, Board Secretary Email: brandi@familycrisisonline.org

Lisa McNeely, Board Member Email: lisa@familycrisisonline.org

Kirsten Trainor, Board Member: kirsten@familycrisisonline.org

SURVIVORS

Board of Directors

Executive Director

Contract Bookkeeper

Contract Therapist

Program /Office Coordinator

Outreach & Community Resource Coordinator

Shelter & Client Services Coordinator

Latinx Outreach Program Coordinator

PREA Advocate & Coordinator

Shelter Life Skills Mentor

Bi-Lingual Volunteer Advocates

PREA volunteers

Crisis Line Volunteers

Shelter Volunteers

Other client services Volunteers

NON-client services Volunteers