

Executive Director – Mariposa House

Salary/Benefits

\$35-37.00/hour – wages negotiable based on experience and education

Health Insurance – medical, dental, and vision

Paid Time off

Paid Sick Leave

Job Type

Full-time

Monday through Friday, some weekends required

Job Title: Executive Director for Mariposa House

Status: Full-Time/Exempt. This position requires weekend and evening program commitment availability.

Work Location: 81 2nd Ave, Forks, WA with travel required periodically throughout Washington State. Regular in-person presence is expected at the Forks office.

Supervision: The Director reports to the President of the Board of Directors.

Mariposa House Website: <https://mariposahouse.org>

Introduction:

Mariposa House is currently looking for an Executive Director with a positive outlook, strong management, program administration and community relations skills, who is passionate about serving the community and will provide direction and leadership toward the achievement of the organization's mission, goals and objectives. The focus of the position is to continue operational stability, uphold program quality, and inspire partners, funders, and staff. The position is responsible for accomplishing objectives through staff which they hire and determine responsibilities.

The ideal Executive Director will be a personable and enthusiastic individual interested in community networking and relations. S/he will be comfortable working from trauma-informed and resiliency-focused lens.

Position Objective:

This position will provide visionary and collaborative leadership to manage the evolution of programs, operations and funding created by the agency's visibility and growth. This position will coordinate and direct all programs for Mariposa House. The primary responsibility is to carry out the mission of the organization on a daily basis; abiding by the stated objectives of the Board, its By-laws, and its strategic plans, goals and objectives. This responsibility includes oversight of the case management to clients in our care and coordination of all the program components of the various services provided within our organization.

Minimum Qualifications:

- Must be 18 years of age or older
- Two years of advocacy experience in a domestic violence program and/or two years of experience with sexual assault issues
- Two years of administrative/supervisory experience
- Commitment to the issues and prevention of domestic violence and sexual assault.
- Knowledge about domestic violence and sexual assault and the effects on individuals, families and the community.
- Strong oral and written communication skills.
- Demonstrated experience working collaboratively with staff, Board of Directors, volunteers, service providers, and community.
- Effective public speaking skills and presence and the ability to recruit speakers for public presentations on behalf of the agency.
- Knowledge of community resources and how to access them
- Demonstrated strong organizational skills.
- Understanding of and commitment to client confidentiality.
- Must successfully pass a Washington State Patrol Identification and Criminal History background check.

- Must have or obtain a valid Washington State driver's license and valid vehicle insurance.

Essential Functions and Responsibilities:

Administration and Financial Management

- Administration and oversight of all the components of the Mariposa House programs including, but not limited to domestic violence advocacy and prevention, sexual assault advocacy and prevention, emergency housing services, crime victim's advocacy, and Windfall.
- Work effectively with the Board of Directors and provide the Board of Directors with information, guidance, and support that leads to the development and implementation of effective planning and policies.
- Oversee preparation of budget, budget expenditures, and financial reports.
- Management of operating expenses, disbursement of and accounting for funds received, assurance that funds are spend in accordance with program contracts.
- Manage grant deadlines, prepares grant deliverables, oversee and proposals for funding services.
- Monitors internal controls for financial accounting.
- Keep inventory of office equipment.

Program Coordinator

- Management of program contracts and ensuring programs are compliant with grants, state and local guidelines.
- Collaborate with staff to ensure effective operation of Mariposa House programs.
- Supervise advocates and evaluate advocate performance
- Network with state coalitions to keep current on legislation and laws related to and which impact Mariposa House Services.
- Develop and implement policies and procedures to enhance services.
- Network with community partners to promote a collaborative, effective, high-visibility and positive public image of the agency and its mission.
- Assure that monthly, quarterly, annual statistics are accurately kept and reported to proper agencies.
- Collaborate with the Board of Directors to develop plans, goals, and evaluation of program services.
- Be on call for emergencies as needed.

Personnel Supervision

- Communicate with and seek input from Board of Director to approve personnel decisions including recruitments, new hires, dismissals, and disciplinary actions.
- Evaluate employees' performances and wellness, support employees with their professional development as related to their positions and career goals, and monitor employees for risk of burn out.
- With Board approval, sets wages, salaries, and benefit packages for staff.
- Approve training, travel, mileage, and time sheets.
- Assure that personnel files are current and contain all required documentation.
- Schedule and approve annual leave, sick leave, and leave of absence.

Liaison with Board of Directors

- Attend scheduled Board meetings to provide monthly financial reports, program and personnel updates, and prepare and present agendas and minutes.
- Advise the Board of problem areas and recommend appropriate solutions.

Interested applicants need to submit cover letter, resume, and three professional references to nknieps@gmail.com.