



## JOB DESCRIPTION

### EXECUTIVE DIRECTOR

SAVE (Safe Alternatives to Violent Environments)

FREMONT, CA

### COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300  
Greenbrae, CA 94904

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## ABOUT SAVE

SAVE's mission is to strengthen every individual and family they serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives.

SAVE believes that every person has the right to live in peace. Every day SAVE provides shelter, support, and educational opportunities for individuals and families so they may end the cycle of abuse, heal, and have the freedom to reach their potential.

SAVE was founded in 1976 as a grassroots organization by a group of Tri-Cities women who sought to provide support to victims of domestic violence. At the time, there were no shelters in Southern Alameda County that could serve the specific needs of individuals and families experiencing domestic violence. Other SAVE firsts include educating police officers and medical personnel about domestic violence, establishing a transitional housing program which won national recognition, and providing teen dating violence awareness presentations in schools.

Every year SAVE serves thousands of individuals and families across all its programs. SAVE's reputation is built upon not only its many years of quality service and firsts, but also its focus on recognizing the needs of those not served, creating strong, trusting partnerships and inclusiveness – all are welcome regardless of ethnicity, faith, gender identity, sexual orientation, language spoken, level of education, physical or developmental needs, and geographic location.

SAVE's compassionate approach puts its clients and partners first, so they are empowered to make healthy decisions every day.

## POSITION OVERVIEW

The Executive Director works to achieve SAVE's mission and ensure SAVE's continuing presence as a leader in the domestic violence movement. Specifically, the Executive Director will ensure that SAVE's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization. The Executive Director will uphold the core values of the agency and will work to ensure that those values are reflected in all aspects of the agency.

For more information, please visit [www.save-dv.org/](http://www.save-dv.org/)

## REPORTING RELATIONSHIPS

The Executive Director reports to the Board Chairperson and works collaboratively with the Board of Directors. The Executive Director manages a talented team of devoted staff who are dedicated to the mission of the organization.

## PRIMARY RESPONSIBILITIES

### Strategic vision and leadership

- Work with the Board to create and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with SAVE's core mission.
- Provide inspirational leadership and direction to all staff.
- Provide an opportunity for development and management of a professional and efficient organization, including establishing effective decision-making processes that will enable SAVE to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of administration, financial, programmatic, and impact performance against stated milestones and goals.
- In partnership with the Board, help build a diverse and inclusive board representative of the community that is highly engaged and willing to leverage and secure resources.
- Serve as key spokesperson for the organization.
- Lead staff in developing and implementing programs that respond to and prevent intimate partner violence.
- Actively engage with the California Partnership to End Domestic Violence and other relevant entities within the domestic violence movement to contribute to the elimination of domestic violence through systems and legislative change.
- Ensure SAVE centers diversity, equity and inclusion as critical in all aspects of the agency's work.
- Seek and cultivate strategic relationships and partnerships with other community organizations and stakeholders (hospitals, law enforcement, local government, other CBO's) which will lead to enhanced or improved services in the field of intimate partner violence.
- Provide high-level direction on daily employee relations and performance management; personnel investigations; adoption, language development, and implementation on required and desired organizational policies; departmental vision and growth.

### Development/Advancement

- Work with staff and board to create strategic and sustainable revenue sources to secure SAVE's financial health.
- Identify, cultivate, solicit and steward donations from individuals, foundations, corporations and government entities.
- Create and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization.
- Manage a major gift portfolio of prospects and donors.

### Financial

- Work with Director of Finance on budget development process that will meet agency needs

- Work with Finance Committee of the Board of Directors and present the budget to the full board for their approval.
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff; assure annual budget in compliance with laws governing non-profit organizations.
- Support Director of Finance in managing approved budget during the operation of the agency.
- Collaborate with other agencies at programmatic levels.

## QUALIFICATIONS

- Master's, Doctorate, MPA or related advanced degree required
- Five or more years of increasing leadership experience
- Experience in social justice, equity work, and/or movement building is required.
- Prior nonprofit experience and management of a multiprogram organization, preferred. Experience supporting and nurturing bottom up leadership desired.
- Excellent experience with innovative board development, fundraising, marketing/branding and fiscal management
- Must possess a deep understanding of trauma informed care and intersectionality.
- Demonstrated fundraising skills, including managing a major gift portfolio
- Experience managing organizational or departmental budgets in excess of \$1,000,000
- Empathy, courage, and determination needed to work in a social service agency
- Forty-hour Domestic Violence Certificate or willingness to earn credential
- Strong financial savvy and politically active and astute leadership skills and passion
- Ability to set clear priorities, delegate, and guide investment in people and systems
- Keen analytic, organization and problem-solving skills which support and enable sound decision making
- Welcoming and engaging coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders
- Persuasive negotiation skills including ability to achieve consensus amongst differing opinions; Commitment to the process of collaborative decision making.
- Excellent communication skills both written and verbal and experience as a spokesperson
- Strong commitment to professional staff development
- Successful track record of diversity, equity and inclusion policies aimed at recruiting and retaining a diverse team
- Excellent organizational skills and ability to initiate work and set priorities independently
- Strong to advanced proficiency in Google Suite, Microsoft Office, Excel, Power Point; competency with social media platforms
- Ability to maintain confidentiality
- Commitment to the mission and values of SAVE
- Knowledge of the domestic violence issues in the state of California and nationwide

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

SAVE is an Equal Opportunity Employer.