



Announcement for CEO Position

Position Title: Chief Executive Officer (CEO)

Location: Oceanside, California

Reports To: Board of Directors

Salary Range: \$130,000 - \$150,000

About Women's Resource Center

The mission of Women's Resource Center (WRC), a nonprofit organization based in Oceanside, CA, is to stop domestic violence and sexual assault by rebuilding lives together. Since its founding nearly 50 years ago, WRC has grown into a \$2.2 million organization having served over 250,000 families. With its rich history of collaborating and partnering with the community, WRC's work was groundbreaking. It established the first facility of its kind in North San Diego, offering services for abused people in crisis, and now operates a 31-bed emergency shelter for domestic violence clients and a 23-apartment transitional housing program. It also operates programs and services to help all people break the cycle of violence such as adult and children's counseling, a 24-Hour Crisis Hotline, client advocacy and legal services referrals, case management, emergency services, a Sexual Assault Response Team, thrift store, and community education programs.

Position Overview

WRC is an established, well-respected nonprofit organization with an eye on the exciting opportunities that lie ahead. We are looking for an experienced nonprofit leader to oversee all areas of WRC's operations, strategic planning, and organizational capacity.

Working closely with the Board of Directors, the CEO will oversee all areas of WRC's operations, including community outreach, events, nonprofit administration, fundraising, strategic planning, and programs with the goal of elevating WRC in North County San Diego as a leading voice in the area of domestic violence.

We are looking for someone who is responsive to the needs of the community and the needs of the organization, as well someone who has proven leadership, financial acumen, donor engagement, strong collaboration instincts, and can be the face of the organization in the community. The ideal applicant must be a self-starter and creative thinker who can oversee programs and operations, as well as think about the "big picture". They must have a strong sense of integrity and professionalism, value collaboration and team building, and lead by example. Furthermore, the person selected for this position has a unique opportunity to help develop a new organizational vision, implement enhanced strategies, and streamline infrastructure for future growth. Finally, and most importantly, the ideal applicant will be energized by our mission, have a passion to end domestic violence and sexual assault, and

have the capacity to develop meaningful relationships both within and outside our organization.

Organizational Leadership

- Oversee and manage all aspects of WRC while providing leadership, support, and direction
- Cultivate strong and transparent working relationships with the Board of Directors, committees, and staff
- Work with the Board of Directors and staff in the establishment, development, prioritization, and implementation of strategic and annual operational plans focused on administrative, programming, and financial goals
- Maintain open and effective lines of communication, keeping the Board of Directors, staff, and key stakeholders informed of critical issues related to the work of the organization, and providing timely information and recommendations about trends and resources
- Build and maintain a cohesive team of staff and board members that engage around the ideas of people with diverse skill sets and backgrounds
- Promote a supportive, trusting workplace culture and create opportunities for professional development
- Facilitate and support training and development to build staff capacity

Board

- Provide leadership to and maintain strong relationships with the Board of Directors, providing support, communication and reports that allow the board to effectively carry out its fiduciary role
- With staff support, ensure the provision of timely, accurate budgets and financial reports
- In partnership with the Board of Directors, develop and manage a meaningful, multi-year strategic plan
- Understand and utilize the expertise of individual board members
- Advise and update the board on all aspects of the organization's activities, preparing reports for board meetings, maintaining communication between meetings as needed and providing opportunities to appreciate the work of board members
- Keep the board apprised of opportunities to engage with the organization in meaningful and impactful ways
- Work with the board to create and implement board-level policies and procedures
- Engage and help Board of Directors to identify, help recruit and orient new board members whose talents, interests and commitment will help further the organization's mission, values, and goals
- Facilitate and support Board of Director development to strengthen their governance work and board experience

Administration

Operations

- Provide ultimate oversight of all operational activities within the organization
- Develop and administer an effective performance management system for all employees, including annual goal setting and performance evaluation
- Manage direct staff and provide opportunities for internal managers to support professional growth and development
- Evaluate and implement organizational changes to drive operational efficiency
- Ensure legal compliance and risk management in all business matters, including the protection of assets and intellectual property
- Develop and oversee the execution of organizational policies as approved by the Board of Directors
- Develop, support, and direct staff to create a culture of teamwork, collaboration, development, and growth

Programs

- Provide vision and oversight for all goals, objectives, and activities
- Ensure existing and potential new programs and events advance WRC's mission, and are financially sustainable and adequately staffed
- Achieve programmatic excellence by establishing operational benchmarks, setting timelines, and obtaining the resources needed to achieve strategic goals
- Develop and review relevant outcomes and metrics for evaluating impact, performance and effectiveness

Finance and Fundraising

- Oversee fiscal planning, budget development, cost controls, financial reporting, annual reports, and audits (in consultation with finance staff)
- Analyze financial information, make budget projections, work with staff in preparation of financial documents, and make recommendations to the Board of Directors
- Monitor and report revenue results (e.g. fee for service, charitable contributions, etc.) and identify fluctuations and changes in expenditures on a regular basis
- Oversee all charitable and earned revenue processes and operations
- Work in collaboration with Development Director to identify and secure new sources of funding from government, corporate, individuals, foundations, fee for service, and grants
- Steward and manage relationships with current and new funders and supporters to ensure annual budget is funded and revenue growth occurs over time
- Monitor fundraising activities to assure compliance with local, state, and national laws and regulations
- Partner with nonprofit and community groups and other stakeholders to leverage fundraising efforts where feasible
- Negotiate, oversee, and monitor government contract compliance and billings

Community Building

- Develop and implement strategies for outreach campaigns and communications to achieve strategic objectives of the organization
- Build and maintain partnerships (e.g. individuals, nonprofit and community groups, government representatives, etc.) in areas aligned with WRC's mission
- Participate in community groups, committees and task forces related to WRC's mission
- Identify alignment with partner organizations and determine strategies to collaborate for mutual benefit
- Speak on behalf of WRC for press and media, speaking engagements, and other public forums
- Serve as WRC's main spokesperson, ambassador and representative to the general public, donors, and key partners

Position Qualifications and Skills

Required

Personal

- Professionalism, integrity, credibility, and emotional intelligence
- Ability to work independently and collaboratively
- Ability to prioritize, handle multiple tasks, work under pressure, and meet deadlines
- Exceptional interpersonal, written, and oral communication skills
- Ability to authentically express both confidence and humility
- Comfortable working with diverse populations
- A passion for improving the lives of WRC's clients, and for ending domestic violence and sexual assault

Professional

- Bachelor's degree in related field
- Demonstrated ability to collaboratively build strong relationships and partnerships to support revenue and programmatic objectives
- Excellent communication and listening skills
- Understanding of how to balance oversight, delegation and motivation for self and for team members
- Ability to authentically communicate and build trust with internal and external stakeholders
- Ability to maintain client confidentiality
- Experience in fundraising, marketing and/or sales
- Experience with and understanding of financial reporting
- Experience with earned income models and programs
- A minimum of seven (7) years nonprofit experience. At least five (5) of those years in a leadership/management role responsible for own budget and direct staff, and working with a board of directors
- Proficiency in Microsoft Office Suite and Google Drive applications

Preferred

- Graduate degree in related field
- Understanding and experience with Generally Accepted Accounting Principles (GAAP)
- Familiarity and comfort with databases
- Sensitivity to individuals experiencing crisis situations including abuse, homelessness, and mental illness

Additional Requirements and Benefits

Physical Requirements and Work Environment: Work will take place at the Women’s Resource Center office located in Oceanside, CA. Applicant must possess valid CA Driver’s License with a good driving record and have access to a reliable, properly insured vehicle for travel. Must complete a background check prior to hire. Upon hire must complete a 56-hour training on domestic violence and sexual assault.

Salary and Benefits

The CEO position is exempt and is not eligible for overtime compensation.

The position includes a generous benefits package including paid time off, health benefits including medical, dental, and vision, life, disability, and supplemental insurance, and access to retirement programs.

Application Process

Please send cover letter and resume with the subject heading “**WRC CEO Position**” to deirdre@makemomentum.com. No phone calls please. Applications will be accepted until position filled.

WRC is an equal opportunity employer and we welcome and encourage applications from Black, Indigenous, and People of Color, LGBTQIA, and other candidates that will support our commitment to reflect the diversity of the communities we serve.