



P.O. Box 476
Lincolnton, NC 28093

LINCOLN COUNTY COALITION AGAINST DOMESTIC VIOLENCE

Job Description – Executive Director

Position

The Executive Director (ED) is the chief professional officer of the Lincoln County Coalition Against Domestic Violence (LCCADV) and is directly responsible to the Board of Directors. The ED serves as the principal professional resource reporting to the Board and its President and, in cooperation with the Board of Directors, represents the LCCADV to the community, including a constituency of givers, recipients of services, individuals, governments, businesses, and other institutions.

The Executive Director is also responsible for the day-to-day management of LCCADV staff and ensuring that services provided to LCCADV clients are in line with LCCADV objectives, client's needs and best practices. To promote LCCADV staff development, the ED will create objectives for performance, measure performance against those objectives and provide guidance and feedback.

Required Skills

The following skills are needed to successfully fulfill the duties/responsibilities of the ED's position:

- The ability to prepare and administer a nonprofit budget.
- The ability to work successfully with a nonprofit board of directors.
- The ability to coordinate the fund raising campaigns and coordinate grant writing to secure the funding necessary to ensure the ongoing fiscal soundness of the organization.
- Sound ethical and moral principles.
- Excellent oral and written communications skills.
- Public speaking skills.
- Computer literacy including proficiency with the Microsoft Office suite of products.
- Excellent Leadership skills with the ability to lead in a fast paced environment.
- Excellent relationship building skills.

Desired Skills

The following skills are helpful to successfully fulfill the duties/responsibilities of the ED's position:

- Demonstrate skill in leading non-profit funding raising drives.
- Be proficient with Quick Books accounting software.
- Have knowledge of community planning operations.

Education

A bachelor or master of social work (BSW or MSW, respectively), a degree in business or non-profit management, or a combination of education and commensurate experience will be considered.

Experience

A minimum of 5 years leadership, preferably with a nonprofit human services agency

Salary Range:

\$35,000 - \$43,000 per year, commensurate with experience

Please Forward Resume, by 11-5-14, to:

Lincoln County Coalition Against Domestic Violence
Attn: Executive Search Committee
P.O. Box 476
Lincolnton, NC 28093