

## **Executive Director Turning Pointe Survivor Advocacy Center**

**GENERAL** Founded in 2000, Turning Pointe (TP) is a 501(c) (3) non-profit, providing survivors direct client services to victims of domestic violence and sexual assault (DV/SA) crimes. Located in Mason County, WA, TP is the third largest shelter in the state. Built in 2008, TP provides a place for survivors to receive advocacy and supportive services during and after they transition to permanent housing.

**MISSION:** Provide safety and support for victims through advocacy, prevention education and action for social change.

**COMMITMENT TO DIVERSITY:** TP is committed to a diverse workforce. TP is an equal opportunity employer; women and individuals from diverse backgrounds are encouraged to apply. TP does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

**POSITION SUMMARY:** This professional position leads and manages the day-to-day operations of TP, which includes: supervising employees, maintaining two offices, implementing TP policy, fostering partnerships across the county and state, and serving as a TP ambassador, while on duty and as a visible member of our community.

**REPORTS TO TP - Board of Directors (BOD)**

**QUALIFICATIONS** · Associate's Degree or job-related experience · Experience with non-profit organizations · Knowledge of domestic violence and sexual assault related issues · Strong commitment to confidentiality · Strong commitment to TP mission · Strong commitment to excellence · Strong commitment to self-care · Experience with supervision and team empowerment · Experience with budget management and fundraising including grant writing · Experience with community organizing · Strong interpersonal, verbal, and written communication skills · Ability to be non-judgmental and compassionate · Proficient technological, computer, and internet skills · Self-motivated with the ability to focus on the details, while seeing the bigger picture · Ability to manage time and workloads, evaluate progress, and meet deadlines · Ability to work independently, as well as a team · Ability to manage stressful situations, set boundaries, problem solve, think creatively and analytically · Ability to foster and maintain professional relationships · Must have valid driver's license · Must be able to successfully pass background checks · Must complete 40-hours initial advocate training within 90-days of hire if applicable.

**POSITION DUTIES** · Meet and report to the BOD monthly · Administer TP policies, fiscal policies, chain of command, by-laws, and mission statement · Hire, supervise, and evaluate personnel · Develop organizational budget and maintain fiscal compliance with funding sources · Fundraise including grant writing, as well as meeting grant requirements · Develop strategic plans · Ensure staff have the training and skills to deliver excellent client services · Foster collaboration and coordination with community partners and services · Cultivate community engagement in DVSA solutions through education and awareness campaigns · Adhere to laws, local and state, and procedures in regard to victim rights and needs · Oversee the operation and maintenance of TP shelter · Ensure staffing of crisis line (24 hours/day, 365 days/year) · Ensure fair and non-judgmental treatment of clients and staff · Ensure TP personnel acquire required and ongoing training · Participate in WADV/SA and other related DV/SA meetings and trainings as appropriate · Apply the principles of confidentiality as required by law. Provide direct victim services as necessary · Assume other duties as they emerge and/or directed by the BOD

**CONDITIONS OF EMPLOYMENT** Adhere to all requirements stipulated in TP Policies

**CLASSIFICATION** at Will, Permanent Employee, Full-Time, Exempt, Start Date - TBD

BENEFITS: Health, Dental, and Vision, Sick, Vacation and Holiday Pay

Applications Must Include

√ Cover Letter √ Resume √ List of Three (3) Professional References

Position Open Until Filled. Please email PDF copies of your application to: [mkershaw@qwestoffice.net](mailto:mkershaw@qwestoffice.net) or mail to: M. Kershaw, PO Box 2014, Shelton, WA 98584

Job Type: Full-time

Salary: DOQ

Experience:

- Supervising / leadership: 5 year minimum
- Non-Profit: 1 year
- Budget Management: 1 year
- Domestic Violence and Sexual Assault related issues: preferred 1 year
- Grant Writing: preferred 1 year
- Fundraising: preferred 1 year
- Community Organization: preferred 1 year

Education:

- Associate degree or job-related experience

License:

- Driver's License

Required work authorization:

- United States