



CO-EXECUTIVE DIRECTOR - OPERATIONS, FINANCE & ADMINISTRATION JOB DESCRIPTION

ORGANIZATION DESCRIPTION

NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. Working in Franklin County and the North Quabbin region, we offer shelter referrals, crisis intervention, counseling, education/prevention, advocacy, a children's visitation program and economic empowerment initiatives to survivors of domestic and sexual abuse of all genders. As an antiracist, multicultural organization, NELCWIT joins with and mobilizes other groups and individuals working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU.

OVERARCHING ROLE AND BACKGROUND

NELCWIT has a shared leadership structure which requires trust, equal voice, and compromise. Together two Co-Executive Directors (Co-EDs) will make decisions regarding the overall operations, finance, resource development and program management. Additionally, you will serve a more specialized role as Co-ED of Operations, Finance & Administration. The Co-Executive Directors' roles are:

- Co-Executive Director of Programs
- Co-Executive Director of Operations, Finance & Administration

Aligned with this collaborative leadership approach, there are shared responsibilities within both Co-Executive Director roles. This leadership model is designed as a supportive and accountable partnership. The other Co-Executive Director and the NELCWIT Board of Directors will provide a high level of support.

The majority of this role's time is dedicated to operations, finance, and administration. There are key responsibilities, high goals, and expectations within this role, specifically in financial management and administrative oversight. This position is responsible for the organization's financial strength and ability to serve Franklin County and the North Quabbin region.

SCOPE OF WORK: Under the general supervision of the NELCWIT Board of Directors, the Co-Executive Directors are responsible for the overall leadership and management of the organization. Your leadership includes overseeing planning, oversight and supervisory duties related to the following NELCWIT operations: Financial Management, Administration, Grants & Contract Management, Human Resources, Development, Communications, Community Relations, Outreach, Collaborations, and Facilities.

Together the Co-EDs will lead, coach, and develop a high performance team, ensure programmatic excellence, and foster a collaborative and professional work environment. Additionally, they plan, organize, and direct the day-to-day programmatic and fiscal functioning, working with staff, contractors, the Board and volunteers to implement the strategic goals of the organization. The Co-EDs will also lead the ongoing anti-racism process for the organization.

The Co-EDs will provide the Board of Directors with monthly updates on key issues affecting the organization and will attend regularly scheduled Board and staff meetings.

Reports to: The NELCWIT Board of Directors

Supervises: Paid staff, contractors, consultants, and volunteers as appropriate

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide strategic and direct management of overall operations for program services (as outlined above), and implementation of the organization's long-term plans
- Oversee all finance and accounting functions – including working with Finance staff and contractors handling bookkeeping, financial reporting, payroll, accounts payable and receivable, and annual audit process
 - Develop and manage the organization's budget and financial strategies and cash flow projections
 - Monitor expenditures; identify, analyze and address variances
 - Manage state and other contracts
 - Implement appropriate system improvements, policies, procedures and audit recommendations
- In collaboration with the other Co-ED, financial contractors, program directors and managers, ensure adequate financial resources and fiscal strength to support effective program delivery and successful community and regional partnerships
- Lead fundraising and resource development strategies and activities
- In collaboration with the other Co-ED, Contract & Grants Manager, program directors and managers oversee compliance with all state and federal contracts and funding guidelines
- Oversee Human Resources, ensuring the employee handbook, policies and procedures are up to date
- Ensure adequate staffing in accordance with the union's Collective Bargaining Agreement (CBA), program budgets and personnel policies (including hiring, training, staff development and evaluation)
- Ensure agency compliance with union's Collective Bargaining Agreement (CBA), work to maintain positive relations with union, serve on the negotiation team.
- Develop and steward relationships with NELCWIT partners, funders, and supporters
- Work with staff, the Board and its Development Committee to support fundraising efforts and strategies (grants, special events, individual giving, etc.) and expand revenue opportunities
- Lead and support the ongoing anti-racism process for the organization
- Represent NELCWIT in the community and with the media. Build vibrant community partnerships and serve on appropriate interagency committees with grassroots activist/coalitions, policy makers and community leaders
- In partnership with the Board of Directors and the Co-ED of Programs, chart strategy and leverage resources for the continued development of the organization and its staff
- Attend Board meetings and report on program status, successes, challenges, and any needed support
- Other duties as assigned by the NELCWIT Board of Directors

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of a Bachelor's degree, Master's degree preferred or equivalent work experience
- 8 years of management and supervisory experience with program and operational responsibilities within nonprofit organizations preferred.
- 8 years of experience and very strong skills in developing and managing organizational and program budgets, including program and contract reporting and compliance preferred.
- Experience managing in a unionized workplace preferred.
- Demonstrated leadership ability, including staff development, collaboration and strong decision-making skills
- Excellent verbal, written communication, and relationship building skills

- Empathetic, sophisticated understanding of the myriad of social, economic and personal issues facing survivors of trauma and/or violence and ability to articulate this understanding to diverse audiences.
- Initiative, exceptional organizational skills, good judgement and ability to work independently and as part of a team
- Ability to model and uphold appropriate boundaries in work with co-workers, supervisors, clients, and the community including the ability to set limits and label inappropriate behaviors
- The ability to prioritize, negotiate, delegate, give and receive feedback, and work with a variety of internal and external partners
- Integrity, credibility, and dedication to NELCWIT's mission
- Demonstrated commitment to ending violence and promoting social justice by actively fighting racism, classism, homophobia, ableism, ageism, sexism and all other forms of oppression
- Willingness to learn about, model, and actively use multicultural awareness in daily work
- Proficient with Microsoft Office applications, including Word, Publisher, Excel and Google Suite
- Availability evenings and weekends. Local and regional travel required.

Position Status: Executive Position, at-will, salaried, exempt

Hours of Employment: **Monday – Friday, 9a.m. - 5 p.m.** Occasional weekend and evening hours

Pay Scale: \$62,000- \$66,000 depending on experience and expertise

Benefits: Health Insurance Employer pays 70% or more of monthly premium; Dental Insurance: Employer pays 50% of monthly premium; Healthcare Flexible Spending Account: Optional pre-tax employee deduction; 403(B) Retirement: 1% of employee salary automatically contributed by employer; Short- and Long-Term Disability: Employee is eligible after 6 months of employment. 100% paid by employer; 13 paid holidays and generous paid time off (PTO) starting at 6 weeks per year and increasing with seniority.

NELCWIT accepts applications by mail or email

Send cover letter, resume outlining your qualifications, and a list of three professional references with phone and email contact information. **Resumes without a cover letter WILL NOT be considered.**

NELCWIT PO Box 520, Greenfield, MA 01302
 Attn: Karen Fitzpatrick, -Board Vice-President
 Email: Karen@nelcwit.org

Closing Date for Resumes: Open until filled

NELCWIT is scent/fragrance free environment.
NELCWIT is an equal opportunity provider and employer.
People of color are encouraged to apply.
AA/EOE/ADA



The policies of NELCWIT prohibit any form of unlawful discrimination on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation and the provisions of services.