

OUR PLACE, DC -- JOB DESCRIPTION

Executive Director

Reports to: Board of Directors

Job Summary

The Executive Director reports to the Board of Directors and is responsible for leading Our Place, DC. This includes establishing the strategic direction of the organization, raising the funds needed to carry out the mission and goals and ensure long-term sustainability, leading the organization's public policy efforts, and supporting the Deputy Director to carry out the day-to-day operation of Our Place, DC.

Major Responsibilities

General -- The Executive Director leads the strategic, resource development, public relations, and public policy activities of the organization while supporting the Board of Directors in their governance role and the Deputy Director in her/his operations role consistent with the mission and goals of Our Place, DC.

1. Work with the Board of Directors and Deputy Director to build and implement a comprehensive system of support and services for women who are or have been incarcerated and their families.
2. Support and work with the Board of Directors to set the strategic direction for the organization.
3. In partnership with the Board of Directors, ensures the financial well being and long-term sustainability of the organization by directing and implementing a development plan focused on individual donors and major gifts.
4. Serve as the spokesperson for Our Place, delegating this role to board and other staff as appropriate.
5. Supervise and support the Deputy Director to manage the staff and day-to-day operation of Our Place, DC consistent with the organization's mission and goals.

Finance and Development -- The Executive Director is responsible for the financial stability of the organization, reporting to the Board, and ensuring the long-term financial sustainability of the organization consistent with the mission and goals of Our Place, DC.

1. Support the Board Treasurer and the Board Budget Committee to draft annual budget for submission to the Board of Directors.
2. Supervise the preparation of monthly financial statements to be submitted to the Treasurer of the Board of Directors and progress and financial reports to the Board of Directors three times a year.
3. Support the Board Development Committee to develop, implement, and monitor the organization's fundraising plan.
4. Lead all fundraising activities of the organization, supervise the development of an individual donor base and major gifts, cultivate and maintain relationships with funders, and seek government funding when appropriate.

Public Policy -- The Executive Director supports the Law and Policy Committee of the Board to establish, implement, and evaluate the public policy agenda and activities consistent with the mission and goals of Our Place, DC.

1. Develop and implement public policy efforts to improve the conditions of confinement and release for District of Columbia women prisoners.
2. Support the Director of Legal Services to staff the Law and Policy Committee of the Board. Educate policymakers and the community about women in the criminal justice system and their families and advocate for humane policies and resources.

Community -- The Executive Director is the spokesperson for Our Place, DC unless she/he delegates this role to a member of the Board or staff.

1. Establish and maintain relationships with elected and governmental officials to raise the visibility of needs of women who are or have been incarcerated and their families and advocate for systems and practice improvements consistent with the mission and goals of Our Place, DC.
2. Establish and maintain relationships with other organizations in the community in order to provide a full range of services to women and their families consistent with the mission and goals of Our Place, DC.

3. Establish and maintain relationships with the institutions where DC women are incarcerated in order to provide programs and support for the women and their families consistent with the mission and goals of Our Place, DC.

Staff -- The Executive Director supports the Deputy Director in her/his role in managing the organization's staff and programs consistent with the mission of Our Place, DC.

1. Supervise and support the Deputy Director to manage the day-to-day operations of Our Place, DC.
2. Conduct annual performance evaluations and ongoing feedback on job performance to the Deputy Director.

Program -- The Executive Director supports the Deputy Director to plan, implement, and evaluate programs consistent with the mission and goals of Our Place, DC.

1. Support the Deputy Director to implement new programs as needed.
2. Maintain and share appropriately knowledge of current and changing practices related to women, criminal justice, substance abuse, and the range of issues addressed by Our Place, DC.
3. Work with community and government organizations to plan, develop, and implement programs for women who are or have been in the criminal justice system.

Qualifications

- * Graduate degree
- * Minimum of 5 years managerial and supervisory experience.
- * Proven track record as a leader of a not-for-profit organization.
- * Experience and knowledge of the issues related to women in prison, addictions, domestic violence, and HIV-AIDS. Demonstrated commitment to social justice and improving conditions for women who have been involved with the criminal justice system.
- * Excellent writing and speaking skills.
- * Experience working well with the media.
- * Proficient in Word, QuickBooks, and other software.

- * Experience working well with and collaborating with related community organizations.

Salary range: \$70,000-90,000 depending on experience and qualifications.

Benefits: Health insurance
Payment of social security and FICA

We have no closing date for applications. We are receiving applications and interviewing candidates as they come to us.

Please send resume, cover letter and writing sample to:

ED Search
Our Place
801 Pennsylvania Ave SE Suite 460
Washington, D.C. 20003

OR

edsearch@ourplacedc.org