

Job Title: Executive Director

Violence Prevention Center, Grand Marais, MN

Status: Full-time, 40 hours/week

Classification: Exempt

Compensation: \$64,792-\$74,630/year, plus benefits (PTO, health, dental, vision, life insurance, IRA, & self-care funds)

To apply: Please send a cover letter and resume to kelsey.saladin@gmail.com

Organization Overview

The VPC is a small nonprofit (501(c)(3)) that provides domestic violence, sexual assault, and human trafficking advocacy services to Cook County, Minnesota.

The mission of the Violence Prevention Center is to foster a community which cultivates healthy relationships, empowers systems to serve individuals with equity and compassion, and does not tolerate violence. We serve all who have been affected by or subjected to domestic violence, sexual assault, and human trafficking.

Position Overview: The Executive Director (ED) is responsible for the effective daily management of the Violence Prevention Center, ensuring smooth operations and alignment with the mission, values, policies, and strategic goals set by the Board of Directors. The Executive Director is accountable for leading staff, overseeing core programs and services, engaging with community stakeholders, and managing organizational resources with integrity and transparency.

Essential Responsibilities:

- In partnership with the VPC Board of Directors, the ED is responsible for the overall operation of the Violence Prevention Center in accordance with policy determined by the Board of Directors and requirements of the State of Minnesota.
- Work closely with the board of directors to fulfill the mission of the organization and act as a liaison between the board and staff. Participate in board meetings by providing necessary operational reports and updates to the board regarding staff duties, key developments, challenges, and successes. Collaborate on the execution of the strategic plan and adapt initiatives as needed to respond to emerging opportunities and challenges.
- Ensure all operations, including bill-paying systems, client recordkeeping, and administrative processes, are efficient, compliant with Federal, State, and organizational policies, and aligned with the organization's mission.
- Responsible for recruiting, hiring, training, supervising, and evaluating staff and program volunteers, and supervising day-to-day functions of staff, volunteers, programs, and services.
- Implement and monitor outreach and educational programs and client services, ensuring quality and alignment with goals. Lead efforts in data tracking and

outcome evaluation.

- Offer direct advocacy and support services to survivors as needed and will provide 24-hour crisis line coverage as needed, but not to exceed four on-call shifts per month.
- Advocate for crime victims and survivors by actively engaging with local and state leaders to inform policy and funding decisions.
- Lead the organization in community engagement through outreach, education, and relationship-building with agency partners and stakeholders.
- Collaborate with systems professionals and statewide partners to ensure victim-centered services are well-funded, effectively delivered, and accessible to all who need them.
- Oversee daily financial operations of budget monitoring and expense tracking. Collaborate with the board of directors on financial planning and management to secure the long-term sustainability of the organization.
- Participate in fundraising efforts and support the development staff and board committee on fundraising initiatives and donor stewardship.
- Stay abreast of funding trends (private, local, state, federal) to identify potential opportunities or threats to the organization's financial security, and ensure the board has timely updates on any changes that may impact the organization.
- Manage grant-related efforts, including writing, tracking, reporting, and ensuring compliance in coordination with staff and consultants.

Education, Experience, and Skills Required:

- Bachelor's degree required, with a minimum of three years' experience in management and administration. Direct experience providing client services in domestic violence/sexual assault programs is required.
- Strong conflict resolution skills.
- Effective oral and written communication skills.
- Experience in working with individuals from diverse ethnic, economic, and social backgrounds, sexual orientations, and gender identities/expressions. A commitment to creating an inclusive, welcoming environment is essential.
- Grant writing experience and skills.
- Fundraising experience and skills.
- Experience in working with a Board of Directors.

Core Competencies Required:

- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; responds to situations with consistency and reliability.
- Self-Differentiation and Ethics: Demonstrates appropriate personal and professional boundaries in relationships; is emotionally mature; maintains a strong personal support system.
- Creativity and Innovation: Generates new ideas and fresh approaches; has good judgment about which creative ideas and suggestions will work.

- Team Orientation: Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas.
- Supervising Work: Able to establish clear expectations and set clear direction for staff; provides ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely and compassionate manner.
- Conflict Resolution: Able to maintain professional decorum in conflict situations, while recognizing different perspectives, needs, and values of others. Manages stress while remaining alert and calm. Engages in open exploration of conflict, encouraging direct and respectful exploration of differences.