

Association of VAWA Administrators, Executive Director Position Description

The Association of VAWA Administrators (AVA) is an incorporated nonprofit association whose members are state agencies designated to administer Violence Against Women Act (VAWA) state formula grants within their respective jurisdictions. The mission of AVA is to “encourage and facilitate mutual support, awareness and cooperation among states and territories administering Violence Against Women Act formula grants and to provide a centralized voice for the advancement of improvements to enhance the effectiveness of VAWA administration.”

Position Title: Executive Director
Reports To: AVA Executive Committee (President, Vice-President, Secretary and Treasurer)
FLSA Status: Exempt

Summary

Under the general direction of the Board of Directors, the Executive Director is responsible for overall management and operation of AVA, implementation of the Board’s policies, goals and objectives and protection of the organization’s financial assets while ensuring compliance with board directives and applicable federal and state requirements. The Executive Director will provide support and resources in carrying out AVA’s mission in an effective and efficient manner.

Essential Duties and Responsibilities

The Executive Director is responsible for overall program operations, asset protection and external relations for AVA, a 501(c)(3) non-profit association. In so doing, the Executive Director performs some or all of the following functions:

Leadership

- Participate with the Board in developing a vision and strategic plan to guide the organization.
- Identify, assess and inform the Board of internal and external issues that affect the organization.
- Act as a professional advisor to the Board on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and contractors.
- Provide information, counsel and advice to AVA's members in carrying out their professional responsibilities.

Operational planning and management

- Assist the Board in developing an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of AVA's members and Board of Directors.
- Oversee the efficient and effective operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies and recommend changes to the Board as appropriate.
- Ensure that the organization's files are securely stored and that appropriate privacy/confidentiality is maintained.
- Provide support to the Board and membership by preparing meeting agenda and supporting materials.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.

External relations/advocacy

- Establish good working relationships, communications and, collaborative arrangements with national, state and local victim advocacy and related organizations, public policy makers, funders, and other organizations and individuals to help achieve the goals of the organization.
- Serve as liaison with U.S. Department of Justice, Office on Violence Against Women, and members of Congress, congressional committees and staff.
- Act as a spokesperson for the organization in conjunction with the Executive Committee and/or the Board.
- Prepare official correspondence on behalf of the Board as appropriate.
- Represent the organization at appropriate activities to enhance the organization's community profile.

Human resources planning and management

- Assist the Board in determining staffing requirements, including the use of consultants and independent contractors, for organizational management and program delivery.
- Assist the Board in overseeing the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Assist the Board in recruitment, interviews and selection of staff, including consultants and independent contractors, who have the right technical and personal abilities to help further the organization's mission.

Financial planning and management

- Work with Board Treasurer and Finance Committee to prepare a comprehensive budget.
- Work with the Board Membership Committee to secure adequate funding for the operation of the organization.
- Research, apply for, and administer federal grants, contracts and cooperative agreements, and other appropriate sources of funding.
- Approve expenditures within the authority delegated by the Board Treasurer and Executive Committee.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the cash flow of the organization.
- Provide the Treasurer with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Membership planning and management

- Work with the Board's Membership Committee, consultants and contractors to develop effective outreach to maintain sustainable membership levels for the organization.
- Work with the Board's Membership, Financial, Website and Executive Committees to develop viable and sustainable resources and membership benefits, including ongoing implementation of same.
- Provide direct support to AVA members and to potential AVA members through direct interaction and outreach via telephonic and electronic communications.

- Oversee the website maintenance.
- Assist the Membership Committee with developing recruitment and educational materials for annual membership meetings.
- Administer the AVA listserv.

Core Competencies

To perform effectively in this position, the individual should demonstrate the following competencies, which represent effective administration of AVA and its programs.

Job Knowledge: Understands the Violence Against Women Act and terms of its multiple reauthorizations, including specifically the role, responsibilities and functions of administrators of the STOP (Violence Against Women) and SASP (Sexual Assault Service Providers) formula grants awarded to each state and territory. Understands the technical aspects of managing a nonprofit organization; provides advice to its members directly and/or solicits guidance from other authorities. Understands the duties and responsibilities of the position and keeps job knowledge up-to-date. Clearly understands the mission of the organization and continuously works to promote AVA and achieve its goals.

Initiative in fulfilling the goals of the organization: Recognizes and brings to the attention of the Executive Committee and the Board issues that affect the organization, and implements plans to reach AVA goals as determined by the Board. The Executive Director should display initiative in developing action plans and resolving problems as they occur, in consultation with the Executive Committee, other working committees, and other members of the Board.

Communication: Requires strong written and oral communication skills to effectively communicate with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; verbal presentations and briefings to the members, the board of directors, public policy makers and other organizations and individuals regarding a variety of issues affecting AVA.

Reasoning Ability: The Executive Director should have the ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Management: Maintains effective systems of internal controls to account for all receipts and expenditures of funds.

Education and/or Experience

No specific education required. However, the Executive Director must possess the above skills, knowledge and qualities, which may result from formal education or at least three years of experience in related, public or non-profit operational, related areas.

Physical Demands

While performing the duties of this job, the Executive Director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Travel

The Executive Director must be able to travel to attend conferences, meetings, training and other events as required acquiring and maintaining proficiency in fulfilling the responsibilities of the position.

Work Environment

AVA does not currently provide an office or other work environment. AVA will provide reasonable technological equipment to fulfill the job responsibilities. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Commitment & Compensation

AVA does not currently maintain a budget allowing for a 100% FTE position at a level comparable and commensurate with similar positions requiring this level of experience. Therefore, this position will be part time up to 50-75% PTE for the fore-seeable future. Salary will be negotiated annually with the Executive Committee and approved by the Board. AVA will also cover the usual minimum taxes and expenses required by the state in which the person resides. Any changes in these conditions are negotiable annually between incumbent and Executive Committee and must be approved by the Board.