



Position: Executive Director

Supervisor: Golden House Board of Directors

Job Summary:

The Executive Director is responsible management of Golden House programs and administration, providing leadership to advance the organization's mission through strategic direction, diverse fund development and community partnerships. The position reports to the Board of Directors.

Hours:

Full-time, Exempt Salaried Position

The ability to work flexible hours is necessary. Primarily works business hours during the week, but duties will require working some evenings and weekends.

Essential Duties:

Organization Mission and Strategy:

Responsible for leading Golden House in a manner that supports and guides the organization's mission as defined by the Board of Directors.

- Participate with Board of Directors and staff in long-range strategic planning that leads organization's mission and operations.
- Maintain a working knowledge of significant developments and trends in both domestic violence and non-profit fields.
- Responsible for enhancing Golden House's image and community outreach by being active and visible in the community and working closely with other professional, civic and private organizations.

Governance:

Support and engage with volunteer Board of Directors to determine strategic direction and ensure organization effectively fulfills mission.

- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Conduct official correspondence on behalf of or jointly with the Board of Directors as appropriate

Financial Performance and Viability:

Develops sufficient resources to ensure the financial health of the organization.

- Responsible for fiscal integrity of organization, including submission of proposed annual budget and financial statements that accurately and timely reflect the financial condition of the organization.
- Actively seek new funding opportunities that support the organization's mission and programming.
- Maintain strong relationships with funding sources by communicating program



outcomes, demonstrating sound financial management and engaging in community outreach and partnerships.

Organization Management and Administration:

Ensure that the operation of the organization meets the expectations of its clients, Board and Funders

- Engage in operation planning, continuous improvement and program evaluation to ensure that operations are efficient, effective and aligned with long-range plan.
- Develop and maintain a climate that attracts, keeps and motivates a diverse staff and effective management team
- Provide guidance, support and evaluation to management team's work through modeling, coaching, encouraging development opportunities and strength based evaluations.

Promotes a healthy shelter living environment by ensuring that shelter guidelines and responsibilities are followed by staff and shelter residents, addressing any issues immediately through proper protocol.

Maintains a clean, professional appearance of facility by following protocol for accepting and storing donations, keep storage areas organized, and complete other tasks as assigned.

Maintains the confidential nature of client and business information.

Knowledge, Skills, and Abilities:

Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations

Knowledge of human resource, financial and project management.

Knowledge of local, state and national systems as they relate to domestic violence programming.

Knowledge of fundraising strategies and donor relations unique to nonprofit sector.

Knowledge of human development; strong understanding of attitudes, behaviors and development through the lifespan. Understanding of domestic violence dynamics.

Knowledge of computers and the required software.

Ability to convey the organization's vision and strategic future to staff, board, volunteers and donors.



Ability to be decisive and make constructive decisions, under the pressure of crises or emergencies, with appropriate knowledge and timing.

Ability to motivate and guide staff to complete expected work-plans in a timely and accurate manner.

Ability to understand human behavior and to relate sensitively and effectively with victims of domestic violence and their families.

Ability to establish and maintain positive, cooperative working relationships with a wide variety of collateral resources.

Ability to plan and organize work and to make effective use of time.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

Minimum Qualifications Required:

Bachelor's Degree in a human service, management or related field is required. Candidate will demonstrate through experience and education an understanding of nonprofit leadership and management.

Valid Wisconsin driver's license.

Completion of criminal background check.

Typical physical and mental demands:

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals.

Must be able to analyze many variables and choose the most effective course of action for clients and/or the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions independently. Ability to give, receive and analyze information, formulate plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.



This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this description.