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**EXECUTIVE DIRECTOR
POSITION GUIDE**

February 2023

<https://wcmgt.org/>



POSITION: Executive Director

REPORTS TO: Board of Directors

LOCATION: Marquette, MI

MISSION

The Mission of the Women's Center is to provide programs and services in Marquette and Alger Counties that **Protect, Educate, Advocate, Counsel and Empower (P.E.A.C.E.)**.

The Women's Center believes that **every individual is entitled to dignity and respect, and that women and men should be treated equally under the law and by society in general**. No individual should be discriminated against or limited by society based on age, race, ethnicity, sex, gender identity, career choice, sexual orientation or other circumstances of legitimate life choices.

The Women's Center advocates for change in the larger society to **eliminate bias and to enhance the ability of all individuals to be fully functioning members of society**. The Women's Center provides services in a non-judgmental and supportive manner to individuals as they make decisions for their lives.

SERVICES

The Women's Center serves past or present abuse survivors who are:

- Male, Female, Transgender
- Married, separated or divorced
- Dating
- Have a child in common
- Living together/intimate partners
- Opposite or same gender relationships

The Women's Center programs provide **free and confidential support services** to survivors experiencing control in their lives by a current or past intimate partner:

- 24-hour help and information line
- Harbor House, the Women's Center's emergency shelter
- Individual support and advocacy
- Confidential counseling
- Safety planning
- Assistance with Personal Protection Orders (PPOs)
- Support groups
- Information and referral services
- Children's support groups



State and federal funding covers two-thirds of the annual operating costs including all of the programs and staff who provide direct client services. None of that funding is used to cover costs of operating Harbor House, providing marketing services and educational materials or for the offices in Marquette or Munising for domestic and sexual violence crisis support and advocacy. This is paid through individual and corporate donations, community grants, third party fundraisers, Women's Center, Inc. annual fundraisers, and through revenue that is generated from the Women's Center's thrift shop, Pak Ratz, as well as rental income.

In FY19, the Women's Center served a total of 640 individuals who have experienced or are experiencing intimate partner or sexual violence.

Sexual Assault Services

Sexual assault takes many forms including rape or attempted rape, as well as any unwanted or unlawful sexual contact or threats. A sexual assault occurs when someone touches any part of another person's body in a sexual way, even through clothes, without that person's consent—or when that person is unable to consent due to age or incapacity.

Women's Center programs offer immediate support to survivors at emergency rooms or through its 24-hour help line; specially-trained, professional crisis counseling staff; advocacy on behalf of the survivor; and support groups for women, teens, men and family members of survivors.

The Women's Center provides free, confidential counseling for any survivor of sexual abuse and/or sexual assault, regardless of age or when the assault occurred.

Therapy Services

Therapy services are provided to adult and youth survivors of abuse regarding the impact of the trauma they have experienced. Trauma resulting from domestic and sexual violence, dating violence and stalking can be challenging to cope with, leaving survivors with feelings of fear, anger, shame, guilt and worthlessness.

Therapeutic Services provide a safe haven for survivors to talk about their experiences and recognize the role that trauma has played in their response and decision-making process. Therapy helps survivors develop ways to cope with life challenges, realize their self worth and learn how to navigate the path to recovery.

Advocacy

Women's Center advocates are cross trained to facilitate needs assessment and provide supportive advocacy services based on the individual needs of domestic and sexual violence survivors and their children. All advocacy services are provided free of charge at the Women's Center.

Services include providing survivors with the information they need to make informed decisions.

Fundamental organization-wide services include, but are not limited to:

- Crisis intervention/response
- Threat assessment and safety planning
- Assistance obtaining a Personal Protection Order (PPO)
- Referrals and advocacy in these areas: medical, legal, financial, housing, education and employment
- Child and adult individual and support-group counseling
- Transportation
- Educational information about domestic violence, dating violence, sexual violence and stalking

Housing Advocacy

Housing advocacy services focus on supporting survivors to enhance their safety, self-sufficiency, housing stability and sustainability. Specialized housing advocacy services help survivors navigate the housing application process, overcoming housing barriers, learn coping skills/stress management and develop employment, financial and budgeting skills. Housing program advocates work with landlords to maintain partnerships and prevent housing issues.

Harbor House is an emergency shelter for victims of intimate partner and non-intimate partner violence. It is a safe haven for those with no where else to go. At Harbor House, the Women's Center employs an advocacy staff that specializes in providing survivors of domestic and sexual violence, dating violence and stalking with comprehensive supportive advocacy services relevant to their self-identified needs. Safety planning and lethality assessment is incorporated into everyday service provision efforts with survivors and their children.

Advocates answer crisis lines, participate in on-call rotation, provide on-site crisis intervention/response, coordinate domestic violence and sexual assault response call outs and are cross trained to provide the organization-wide fundamental supportive advocacy services to shelter resident and non-resident survivors of domestic and sexual violence.



Support Groups

Domestic Violence Support Group: open to shelter residents and survivors not staying in the shelter, providing educational information about domestic violence, trauma and how it impacts survivors. Skills taught include improving self worth, coping skills and processing feelings such as anger, fear, guilt and shame. Participants share experiences, learn from and support one another while exploring safe options to future challenges.

Children's Art Therapy Group: open to elementary and middle school age students who are primary or secondary survivors of domestic or sexual violence. Provides children an opportunity to learn how to use art to cope with big feelings.

Surviving Sexual Trauma Support Group: open to shelter residents and outreach clients. This group is an educational support group for adult survivors of rape, sexual assault and trauma.

Sasawin Safe Haven

Domestic violence often includes animal abuse. Abusers threaten, harm and even kill pets to control, intimidate and retaliate against their intimate partners and children. A large percentage of domestic violence survivors with pets or service animals choose to remain in dangerous situations for fear of what will happen to their animals if they leave.



The Sasawin Project helps survivors create escape plans that include safe placement for their pets. Sasawin helps survivors transition into the safe haven of shelter knowing that their pets are safe from harm.

UPaws, NMU and the Women's Center collaborate to provide foster homes to pets while their owners seek safe housing. Project funds provide foster care, kennels, food, collars, leashes and veterinary care for the pets of survivors.



Pak Ratz Thrift Shop

Pak Ratz Thrift Shop was created in 1995 for the use of residents in the Harbor House shelter to obtain needed clothing and household items. Today the store is open to the public and offers gently used men's, women's and children's clothing as well as furniture, household items, kitchen ware, toys and other necessities. In keeping with its original intent, the Women's Center still provides vouchers to shelter residents and non-residential clients to purchase anything in the store.

Today, net proceeds from the store go to support the many Women's Center's programs. Pak Ratz Thrift Shop is vital to providing extra revenue that the Women's Center desperately needs to sustain programs. When people donate items or shop at the store, they are supporting life-saving services in the community.

THE OPPORTUNITY

The next Executive Director (ED) of the Women's Center (WC) will have the opportunity to capitalize on its strong reputation and lead the organization into its next chapter. The organization is debt free and has built an emergency reserve. This offers WC many opportunities including the eventual expansion of the physical building to bring the various components of the organization (shelter, administrative offices and the thrift store) to one campus. A key opportunity for the next leader is to ensure that rebranding and communication is more inclusive for survivors across gender and gender-identity. Additional opportunities include expanding the geographic reach and growing innovative programs to support survivors of gender-based violence.

The next ED will have the unique opportunity to join the Women's Center as it is preparing to enter its next phase of impact. This will include a strategic discussion about the opportunities for growth and innovation that may present in the future. This new leader will lead a discussion across the Board, staff and key stakeholders to outline the vision for the agency in the coming years and assess key pathways to achieve their desired results, including integrating the infrastructure and geographic expansion. Integral to advancing the organization's development is a firm commitment to fostering a culture that embraces diversity, equity and inclusion, which is a foundation for how employees and those served will relate to each other and the community.

Reporting to the Board of Directors, the ED is responsible for the administration of all programs, services, departments, staff and volunteers of the Women's Center in accordance with the organization's mission, vision, objectives, policies and procedures, as established by the Board.

POSITION SUMMARY

The Women's Center seeks an inspiring, empowering and innovative proven leader with a demonstrated passion for the mission and a deep appreciation of, respect for and commitment to helping those affected by domestic violence and sexual violence.

The next ED will ensure that the organization has a long-range strategy and achieves its mission, toward which it makes consistent and timely progress, particularly in a rural setting. This executive will lead the design of effective growth strategies including program expansion, recruitment and retention of high-quality staff, fund diversification, identifying and seeking federal/state grants, building strong community partnerships and participating in active fundraising.

The next leader will be an advocate for employees and the people served; a strong leader who has good team-building skills and makes staff feel valued and heard; and a respectful, collaborative and inclusive manager who demonstrates a belief in the value of all employees. The ED will create a positive work climate and culture, implementing policies that demonstrate the organization's commitment to its values.

This leader will motivate and lead a high-performing senior leadership team, providing supervision, direction and support to all.

The ED will bring executive experience with strong business and financial acumen, along with the ability to effectively delegate responsibility to direct reports.

CANDIDATE PROFILE

The next leader of the Women’s Center will serve with compassion and humility, be a good listener and accept feedback, yet able to make tough decisions. The specific qualities and qualifications are further elaborated:

Leadership

- Ability to lead and motivate others in executing the WC’s mission, vision and values.
- Demonstrated success in achieving long- and short-term goals and objectives leading to excellent, positive outcomes.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.

Financial Acumen

- Provide comprehensive financial oversight, understanding multiple public, private and complex funding streams that comprise the WC’s annual budget. Be comfortable reviewing standard financial statements and explaining key or material portions to a non-financial audience.
- Ensure ethical and sound general accounting practices/principles and participate in long-term financial planning and the annual budgeting process to ensure the WC’s continued viability.
- Actively engage in evaluating business contractual relationships that minimize risk and best serve the WC’s comprehensive needs.

External Facing Collaborations

- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations and the general public.

Communication

- Strong interpersonal skills with experience in building coalitions, collaborations and community partnerships that further the Women Center’s mission.
- Serve as chief spokesperson for the WC, representing the needs of the community it serves, as well as communicating the WC’s outcomes and impact.

Personnel

- Be responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.

- Supervise an effective management team, with appropriate provision that a succession plan is in place.
- Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, retains and motivates a diverse staff of top-quality people.

Grant Acquisition

- Sustain positive relationships with state and local offices that result in continued contractual awards for Women Center's programs.
- Understand all performance standards for contractual awards.
- Provide leadership in the development of new and continued federal, state and local grant applications and awards.

Partnerships & Advocacy

- Cultivate and maintain strong community partnerships and relationships with other community leaders, agencies, government entities and businesses that will enhance the Women's Center's mission and profile.
- Lead collaboration with law enforcement, county and state human services offices and other entities to achieve our mission.
- Advocate on behalf of the Women's Center's key stakeholders on a local and state level.

QUALIFICATIONS

The ideal candidate's background includes nonprofit experience and is highlighted by a track record of high-level program administration; business acumen; exceptional written and verbal communication skills in multiple mediums; aptitude for public speaking; demonstrated experience in the domestic violence, sexual assault and/or human services-related field; and success in the ability to obtain government grants. A good understanding of the complexities of serving survivors in rural communities is preferred.

The candidate will be a proven and effective servant leader with a passion for the mission and a leader who has been a catalyst in fulfilling an agency's vision. This individual will bring leadership characterized by a visionary and strategic outlook, the ability to garner broad community support, sound business and management acumen, the ability to increase the visibility of the organization and the ability to launch and carry forward major new projects and programs.

The Women's Center seeks a charismatic and interpersonal leader who is mission-focused and dedicated to improving the quality of life for the individuals and families served. Candidates for this position must have proven leadership qualities to bring vision, strategy, direction, a collaborative atmosphere and inspiration to the organization.

The ability to relate to a wide variety of constituents is essential including elected officials; municipal and state bureaucracies; businesses; civic groups; donors; neighbors; regulators; advocates; and the participants of the Women's Center serves. Successful candidates will have the ability to establish and maintain strong collaborative relationships with funders, potential donors and other sources of financial support.

A proven ability to lead employees as an effective team of closely coordinated, professional, self-accountable staff members is a must. This leader will be one who listens intently, is empathetic and energetic and empowers staff.

The successful candidate will have demonstrated skills in operations and business management. Candidates must have proven success in providing mission-driven services utilizing sound business principles. Direct fundraising experience is a plus. Experience making strategic decisions in program design, development and management in pursuit of the Board's goals is expected.

The next ED will be a leader who communicates the Women's Center's mission with compassion through strong communication skills. Solid presentation skills, and excellent written and verbal messaging skills are required, as well as comfort interfacing with the media.

Being a strong advocate for the organization, the staff and themselves will be highly valued. A collaborative style, servant leadership mindset, dynamic personal presence, natural optimism, humility, good listening skills and a sense of humor are important personal attributes of the next leader.

The salary range for the position is \$85,000-\$100,000, commensurate with experience. The WC also provides a full range of benefits including health insurance and paid time off.

GENERAL EMPLOYMENT INFORMATION

The Women's Center is an equal opportunity employer and makes employment decisions on the basis of merit. It is also the policy of the WC to comply with the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act. Any employee or applicant for employment who believes that he or she requires an accommodation in order to complete the application process or the essential functions of the job for which an applicant has applied or an employee has been assigned must notify the WC.

Due to the nature of its work, the WC conducts background checks of all potential staff. Names will be submitted to and processed through the State of Michigan ICHAT (Internet Criminal History Access Tool) and the National and State of Michigan Sex Offender Registry and E-Verify. In addition, staff who have been continuous residents of Michigan for less than one (1) year will be subject to criminal background checks in their prior state(s) of residence or on a national basis. In addition, all staff and volunteers who come into contact with children will be checked against the Child Abuse/Neglect Central Registry (CA/NCR).

To apply, please submit a current resume and a cover letter to Kittleman & Associates, LLC at <https://bit.ly/3k4uNPm> (click on the Apply button at the bottom of the page).

For more information about the Women's Center, please visit <https://wcmqt.org/>