



# NEW ENGLAND LEARNING CENTER FOR WOMEN IN TRANSITION

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## Position Announcement Executive Director

February 2, 2012

### The Position

The New England Learning Center for Women In Transition (NELCWIT) is seeking a visionary leader to serve as executive director. NELCWIT provides advocacy, education, and support to address domestic and sexual violence throughout the rural Franklin County-North Quabbin region. The leader of this small non-profit, based in Greenfield, will possess a commitment to anti-oppression work and will be responsible for the programmatic, fiscal, strategic, and overall operations of the organization.

### The Mission

NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer counseling, education, and advocacy for individuals who have survived domestic violence or sexual abuse. NELCWIT also collaborates closely with other groups and individuals who are working to end domestic and sexual violence and create a safe community.

### The Organization

NELCWIT has assisted survivors of domestic and sexual violence since 1976. Our current services include a 24-hour crisis hotline, counseling and advocacy for adults, youth, and families, assistance for individuals seeking protection orders in the Franklin County courts, outreach to the Latino community, children's supervised visitation services, and prevention education, including initiatives with youth, our area's intertribal community, and others.

### Priority Areas

With active involvement from the management team, NELCWIT's Executive Director is responsible for providing leadership, expertise, and oversight in the following areas:

- **Fiscal operations**, including the development of agency budget, administration of state contracts and grant funds, reviewing monthly reports, submitting financial reports to NELCWIT's board of directors, and managing the agency's assets.
- **Organizational leadership and planning**, including the development of a strategic plan, working closely with the board of directors on governance, and leading NELCWIT in its work to become an anti-oppression/antiracist organization.
- **Development and fundraising efforts**, including planning special events, cultivating individual donors, writing grant applications, and building community relationships. This area also includes increasing NELCWIT's visibility in the community, using local press outlets to increase awareness, and representing NELCWIT's interests at the state and national levels.

- **Programmatic operations**, including insuring that the agency’s current services and the development of future programs are in compliance with our mission and objectives, funding requirements, and agency policies; staying informed of “best practices” and current trends in addressing domestic and sexual violence as well as other issues affecting the agency’s operations; and participating in statewide and national efforts to address domestic and sexual violence.
- **Human resources and personnel management**, including the administration of employee benefits, the formulation and administration of sound personnel decisions, and supervision of management and administrative staff. This area also includes working collaboratively and respectfully with the organization’s union on labor-management issues, collective bargaining, and implementing agency policies, as well as facilitating staff meetings, participating in professional development opportunities, and leading team-building activities.
- **Facility management**, including planning for depreciation, scheduling routine maintenance, supervising maintenance staff, and overseeing the general upkeep of the building and grounds.

### **Qualifications**

- Demonstrated commitment to and passion for working to end domestic and sexual violence.
- Empathetic, sophisticated understanding of the myriad social, economic and personal issues facing survivors of trauma and violence, and ability to articulate this understanding to diverse audiences.
- Demonstrated success in cultivating and securing financial support from state and federal sources, individuals, foundations, and corporations.
- Demonstrated belief in participatory management, transparent communication, and team leadership.
- Convictions and skills necessary to lead NELCWIT’s work to become an anti-oppression/ antiracist organization, including an understanding of racism in the context of domestic and sexual violence.
- Experience with community and coalition building and with legislative advocacy.
- Demonstrated ability to develop and sustain collaborative relationships with external organizations and stakeholders.
- Excellent oral and written communication skills and interpersonal skills.
- Minimum of five years of significant senior management and leadership experience, including organizational planning, staff development, board relations and financial management, preferably in a union environment.
- College degree, Master’s degree in nonprofit management or related field preferred.
- Availability evenings and weekends. Travel to Boston required.

**AA/EOE/ADA**

**People of color encouraged to apply.**

To apply for this position, email a letter of interest and resume to [info@nelcwit.org](mailto:info@nelcwit.org).  
Deadline for applications is February 22, 2012.

