



Job Description

Job Title: Executive Director	Full time
Starting Salary: \$79,000	
Reports to: Board of Directors	Classification: Exempt

Empower House provides transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color.

The ideal candidate for this position can share their passion for grassroots community transformation, youth development and community health and connect their professional and volunteer experiences to our mission. The candidate should have a deep understanding of restorative justice, youth development, and community health services. Our organizational philosophy is based on understanding the implications at the intersections of sexism, racism, and other forms of oppression that prevent full participation for women and girls. Women, people of color, LGBTQ+ and non-binary individuals are strongly encouraged to apply.

Position Summary

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Empower House SA's operations, programs, expansion, and execution of its mission.

Leadership and Strategy

- Work creatively with the Board of Directors and staff in developing a strategic plan to guide the organization every three years
- Regularly collaborate with the Board of Directors on EHSA's financial, programmatic, and operational goals
- Ensure that the programs and services offered by EHSA contribute to the organization's mission and reflect the values of Empower House SA.
- Lead, coach, develop, and retain the Empower House Executive leadership team
- Oversee the efficient and effective day-to-day operations of the organization
- Ensure effective systems to track progress and evaluate program components
- Ensure ongoing programmatic excellence through rigorous program evaluation
- Ensure consistent accuracy of the finances of EHSA
- Lead fundraising and development strategy and implementation for EHSA
- Actively engage and energize Empower House board members, event committees, partnering organizations, and funders
- Act as organizational spokesperson and represent EHSA in collaborations and partnerships

- Effectively communicate outcomes to the board, funders, and other stakeholders

Policy and Culture

- Determine staffing requirements to ensure effective operations and program delivery
- Develop and maintain all policies, procedures and practices in accordance with EHSA's values and state and federal regulations
- Establish and model a positive, healthy and safe work environment in accordance with EHSA's values and all appropriate legislation and regulations
- Recruit and hire key leadership positions

Essential Qualifications

Education

Bachelor's degree required. (Ex. Nonprofit Management, Leadership) or equivalent experience. Masters preferred

Experience

5+ successful years in a leadership position with proven results; financial management, project management, public speaking, grant writing and fundraising, and reporting

Skills

- Excellent communication skills (written and oral)
- Strong organizational skills and attention to detail
- Strong financial background and/or experience with budgeting, tracking, and reporting
- Ability to successfully build and maintain working partnerships with staff, board, community partners and funders
- Able to work on multiple projects and meet deadlines in an independent manner
- Must be able to conduct themselves in a professional and ethical manner that demonstrates respect for others at all times
- Able to work collaboratively with other staff members in a team environment
- Embodies the values of solidarity, collaboration, creativity, and empathy

Physical Requirements

- Able to lift 10-20 lbs. of files, reports, documents, or supplies
- Able to bend at the waist, kneel or crouch as necessary to perform essential duties
- Able to sit or stand for long periods of time as necessary to perform essential duties

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.

Please send resume and cover letter to Apply@empowerhousesa.org by January 31, 2023