



Position Available: Executive Director of Rape Advocacy, Counseling, & Education Services.

Primary Function of the Position

To lead the agency in restoring services, hiring staff, developing policies and procedures, and partnering with the Board of Directors in strategic planning to guide the future of the agency.

Description of Role within the Agency

The Executive Director will lead the agency in restoring services, hiring and managing staff, developing policies and procedures, operationalizing the vision of the Board of Directors and partnering with the board to develop strategic plans to shape the future of and sustain the agency.

The role of the Executive Director will have an initial emphasis on rebuilding and restoration of direct service delivery to survivors of sexual assault and abuse ages three years and older; non-offending significant others ages three years and older; and prevention education for Pre-K and older audiences (core services).

Once the agency has restored services that are sustainable, the Executive Director's role will shift to the following:

- Develop and manage agency's direct service delivery
- Develop and promote new and restored core services
- Assign and supervise administrative and direct service staff in support of agency's core services
- Supervise, evaluate, and develop administrative and direct service staff
- Develop and maintain program for clinical supervision of direct service staff
- Supervise 24-hour crisis hotline including assignment of staff on-call duties, participation in crisis hotline rotation, and provide back-up to delivery of core services after hours
- Maintain documentation to ensure compliance with local, state, and federal funding requirements
- Compile statistics related to agency programs and services for dissemination to multiple audiences including funders and donors, agency staff, agency Board of Directors and the served community
- Create and maintain agency budget in compliance with accounting and fiscal management standards and best practices for nonprofits
- Attend agency Board of Directors and committee meetings
- Prepare monthly board packet in consultation with Board President
- Create financial and programmatic reporting materials for Board of Directors' review
- Identify and apply for grants in support of the agency's strategic plan and core services
- Participate in volunteer training, professional training, prevention education, and agency advocacy, as appropriate
- Other duties as assigned
- Lead donor development, fundraising, and increasing the community awareness of the agency in consultation and coordination with the Board of Directors



Position Qualifications

Education and Training

- Bachelor's degree in a human service field plus five years of relevant experience is required; Master's degree preferred
- Completion of 40-hour ICASA crisis intervention training by start of employment is required

Knowledge and Experience

- Knowledge of and experience in sexual violence issues and services is required
- Knowledge of grant writing and nonprofit fiscal management is preferred
- Excellent verbal and written communication skills is required
- Experience with trauma and crisis services preferred
- Supervisory experience is required

Application Process

- Applicants should send their resume, cover letter, and three professional references to the following address: 300 S. Broadway, Lincoln Square Mall, Suite 154S, Urbana IL 61801 or via email to admin@cu-races.org
- **Application deadline: November 28, 2016**
- Selected candidates will be contacted for an interview by a hiring committee
- The agency conducts criminal background checks on all job candidates upon acceptance of a contingent offer

Compensation

This is a full-time, exempt position. The starting date will be as soon as possible after the closing date.

Salary will be commensurate with experience and no less than \$45,000 annually. This includes an excellent benefits package with paid vacation, sick leave, and health insurance. The agency discontinued its retirement plan due to the state budget impasse, but is actively working to restore this for all eligible positions, including this one.