



POSITION AVAILABLE: EXECUTIVE DIRECTOR

RACES is a member of the Illinois Coalition Against Sexual Assault (ICASA), serving four counties in Central Illinois including Champaign-Urbana. Over its more than 40-year history, the agency has provided a range of services to the community, including crisis response, counseling, education, and advocacy. The recent state budget impasse reduced services to only crisis response, and the agency is now in a position to begin a rebuilding process.

The Executive Director will play a leadership role in restoring services, hiring staff, developing policies and procedures, and partnering with the Board of Directors in strategic planning and shaping the future of the agency.

- I. Qualifications
 - A. Bachelor's degree in a human service field plus five years relevant experience; Master's degree preferred.
 - B. Supervisory experience required.
 - C. Knowledge of and experience in sexual violence issues and services.
 - D. Experience with trauma and crisis services preferred.
 - E. Strong verbal and written communication skills.
 - F. Knowledge of grant writing and nonprofit fiscal management.
 - G. Completion of 40-hour ICASA crisis intervention training by start of employment.

- II. Supervision and Evaluation
 - A. The Executive Director will be supervised and evaluated by the Board of Directors.

- III. Duties
 - A. Coordination 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.
 - i. Assignment and supervision of agency's core services and assistance in development and promotion of new programs.
 - ii. Supervision, evaluation and development of administrative and direct service staff.
 - iii. Provision of programmatic and clinical supervision for direct service staff.
 - B. Responsibility for agency accountability.
 - i. Record-keeping in compliance with local, state and federal funding requirements.
 - ii. Compilation of statistics related to agency programs and services for dissemination to funders, staff, Board of Directors and community at large.
 - iii. Creation, supervision and maintenance of budget.
 - iv. Maintenance of agency compliance with accounting and fiscal management standards for nonprofits.

- C. Responsibility and accountability to agency Board of Directors.
 - i. Staffing agency Board of Directors and committee meetings.
 - ii. Preparation of monthly board packet in consultation with Board President.
 - iii. Creation of financial and programmatic reporting materials for Board of Directors' review.
 - D. Supervision of 24-hour crisis hotline, including assignment of staff on-call duties, participation in hotline rotation and back-up to after-hours services.
 - E. Primary author of grant applications submitted on behalf of the agency.
 - F. Liaison, training, and consultation with other agencies.
 - G. Participation in volunteer training, professional training, prevention education, and institutional advocacy, as appropriate.
 - H. Representation of agency at community events and in media, as appropriate.
 - I. Responsibility for donor development, fundraising and agency community visibility in consultation and coordination with the Board of Directors' Development Committee.
 - J. Other duties as assigned.
- IV. Terms of Employment
- A. Minimum starting salary of \$45,000.
 - B. Full-time exempt employee.
 - C. Benefits including paid vacation, sick leave and insurance package.

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.
- Selected candidates will be contacted for an interview by a hiring committee.
- At the time of interview, candidates will be required to submit a "Permission to Conduct Background Check" form.

Application deadline: September 16, 2016