



Position: Executive Director

Effective Date: Open Until Filled

Status: Exempt - Full Time; Year-round; In-Person

Supervisor: Board of Directors

Directly Supervises: Administrative Management Team

Job Description:

Seekhaven's Executive Director provides strategic leadership and overall management as the agency expands services and facilities in its fourth decade of advocacy. The Executive Director leads a strong administrative management team of four talented individuals and reports directly to the Board of Directors. The Executive Director is responsible for the oversight and direction of strategy, trauma informed program implementation, fundraising, financial oversight, marketing; and staff and volunteer relations. The Seekhaven Family Crisis and Resource Center is located in beautiful Moab, Utah, a rural, close-knit gateway community just outside of Arches and Canyonlands National Parks. Seekhaven enjoys strong community support and is an active participant in the region's many social and cultural activities.

Expectations and Responsibilities:

Strategic Planning

- Assist the Board of Directors in short and long-term strategic planning
- Ensure that all Seekhaven activities adhere to or strengthen the organization's strategic plan
- Lead the organization with collaboration and transparency
- Set appropriate organizational priorities and effectively use human and financial resources

- Oversee all organization events, marketing, public relations, and programming to ensure that systems are created to promote sustainability board governance
- Attend board meetings and provide monthly reports regarding operations, programs, and finances
- Assist the board with recruitment and orientation of new board members to ensure proper mix of board members to achieve fundraising, marketing, and program goals
- Assist with the planning and execution of orientations, training and social events to support the board of directors
- Serve as a liaison between the board and agency staff and volunteers
- Serve on Seekhaven board committees, as requested and required

Revenue Development

- Oversee the preparation of a comprehensive and diverse revenue development plan to ensure a steady and reliable operational budget. The plan should maintain current contracts by reapplying for established government grants and identifying additional funding sources through donors, foundations, corporations and additional government grants
- Determine whether funding opportunities and the associated obligations are manageable and support the agency's strategic plan

Financial Management

- Oversee all fiscal aspects of Seekhaven including ensuring strict adherence to all financial policies and procedures
- Prepare the annual budget and subsequent amendments for board approval with the assistance of the Financial Director
- Lead agency responses and reporting to all audits, including annual and single audits conducted by contracted auditors and desk audits conducted by grant administrators

- Ensure that Seekhaven maintains, implements and manages ethical and legally compliant contract, grant procurement and management practices

Staff and Volunteer Relations

- Provide guidance and mentorship for management staff. Ensure that all management staff foster a culture that promotes teamwork, professional growth and communication
- Establish policies and procedures to ensure that the organization effectively develops and deploys a diverse and talented workforce of paid and volunteer staff
- Responsible for the recruitment, hiring, and supervision of the Administrative Management Team. Provides oversight on all other hiring procedures
- Provide support and supervision for staff members and volunteers, as needed
- National, State and Community Relations
- Promote Seekhaven in the community by building strong relationships with all community groups
- Identify and pursue collaborations and partnerships with regional and state human services agencies, other domestic violence and sexual assault service providers, and state and national coalitions to support Seekhaven's mission

Program Oversight and Implementation

- Direct the creation and implementation of manageable, adaptive and sustainable programs by leading decision making around grant allocation, potential partnerships/collaborations, and identifying resources that can support Seekhaven's mission
- Oversee the administration of grant funded programs by approving grant objectives and submitting required progress and financial reports
- Coordinate media coverage for program successes and development

Skills and Experience:

- Bachelor's degree, Master's degree preferred

- At least 3-5 years' experience in an organization with demonstrable increases in administrative, program and managerial responsibilities, experience in securing and managing government grants preferred
- Experience developing and managing annual budgets, management of annual budgets over \$1 million preferred
- Ability to facilitate a trauma informed workplace
- Utilize trauma informed approaches in policy development, leadership, and internal/external communications and collaborations
- Demonstrate fundraising and special event success as well as an understanding of the principles of effective fundraising
- Experience leading a Board of Directors through governance, strategic planning, and organizational growth preferred
- Excellent oral and written communication skills
- Strong public speaking skills
- Demonstrated interpersonal skills
- Experience with public relations, media relations or marketing
- Experience in developing and strengthening partnerships and collaborations
- Strong organizational skills, ability to multi-task and effectively respond to deadlines
- Ability to pass a nation-wide criminal background check
- Strong computer skills including word processing, spreadsheets, presentations, and email

Seekhaven welcomes and strongly encourages people of color and people from historically marginalized communities, persons with disabilities, and others who would enrich the breadth and scope of our organization, to apply. Seekhaven is an equal opportunity employer committed to workforce diversity.