



Mountain View Emergency Shelter Society is seeking a dedicated and experienced Executive Director to lead Kirsten's Place, a newly built domestic violence shelter in Mountain View County. Reporting to the MVESS Board of Directors the Executive Director will be responsible for overseeing all aspects of the shelter's operations, with a particular focus on grant writing, securing corporate sponsorships, creating policies and procedures, building community capacity to raise awareness, increasing funding, creating a volunteer strategy, and overseeing the community outreach program.

Key Responsibilities:

- Grant Writing and Corporate Sponsorships:
- Identify, research, and pursue grant opportunities from government agencies, foundations, and other funding sources.
- Prepare and submit compelling grant proposals to secure funding.
- Cultivate and maintain relationships with corporate sponsors and donors, and develop sponsorship packages to attract corporate support.

1. Leadership and Management:

- Provide visionary leadership to ensure the successful operation and sustainability of Kirsten's Place.
- Implement strategic plans in alignment with the organization's mission and goals.
- Oversee daily operations, including staff management, program development, and service delivery.

2. Policy and Procedure Development:

- Create and implement comprehensive policies and procedures to guide both the outreach and shelter's operations and ensure compliance with relevant regulations and standards.
- Develop a staffing model that aligns with the shelter's needs and resources, including recruitment, training, and performance management.

3. Volunteer Strategy:

- Create and implement a comprehensive volunteer strategy to support the shelter's operations.
- Recruit, train, and manage volunteers, ensuring they are effectively integrated into the shelter's programs and services.

4. Community Outreach Program:

- Oversee the execution of the community outreach program.
- Ensure the outreach program effectively educates the public about domestic violence, available resources, and how to support the shelter.
- Build and maintain strong relationships with community partners to enhance the shelter's outreach efforts.

5. Financial and Administrative Oversight:

- Develop and manage the shelter's budget, ensuring financial sustainability and accountability.
- Oversee financial reporting, grant compliance, and donor reporting requirements.
- Ensure efficient administrative processes and maintain accurate records and documentation.

6. Advocacy and Representation:

- Act as the primary spokesperson for MVESS, representing the shelter in media, public forums, and community events.
- Advocate for policies and initiatives that support survivors of domestic violence and promote the shelter's mission.

7. Community Capacity Building:

- Foster partnerships with local organizations, community groups, and stakeholders to build community capacity and support for the shelter's mission.
- Organize and participate in community outreach activities to raise awareness about domestic violence and the services provided by Kirsten's Place.
- Develop and implement fundraising campaigns and events to increase funding and community engagement.

Qualifications:

- Bachelor's degree in social work, nonprofit management, or a related field in human services.
- Proven track record in grant writing and securing corporate sponsorships.
- Minimum of 5 years of experience in a leadership role within a nonprofit or social services organization, preferably in the field of domestic violence or related areas.
- Strong understanding of nonprofit governance, financial management, and program development.
- Excellent interpersonal, communication, and public speaking skills.
- Demonstrated ability to build and maintain relationships with diverse stakeholders.
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines.
- Experience in developing and managing volunteer programs.
- Passion for the mission of supporting survivors of domestic violence and promoting community awareness.

Please submit your cover letter, resume, along with [three references](#) to mve24@gmail.com or call 403-556-9552 for more information. The application process will remain open until a suitable candidate is identified. Compensation is competitive with industry standards and based on years of experience and education.