

Asian Women's Shelter

Executive Director Job Announcement

San Francisco, CA

Deadline: July 8, 2009

Open until filled

Organizational Description

Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women. AWS is recognized as a local, regional, and national leader in its field. AWS provides comprehensive services in over thirty languages through its Direct Service component, including a 24-hour shelter program, Multilingual Access Model, and Queer Asian Women and Transgender Support Program. AWS's Community Building component works to change values, practices, systems and policies through strategies such as grassroots mobilization, systems reform, and inter-organizational community and capacity building. AWS upholds our program areas with a strong organizational foundation comprised of dedicated board, staff, volunteers, on-call language advocates and community members. AWS maintains sound fiscal, personnel and administrative management through its Finance, Fund Development, and Program Reporting component, and upholds and strengthens its consensus decision-making and non-hierarchical structures, strategic planning, program evaluation and technology through its Organizational Development component. www.sfaws.org

Executive Director Position

The Executive Director at AWS takes leadership in upholding the values, mission, and sustainability of the organization, and is responsible for overall program, financial, personnel, facility, and administrative management. S/he has the primary role in the coordination of fund development and fiscal management for a \$1.6 million budget. The Executive Director has a key role in fostering AWS's unique structure of shared leadership and consensus building that is core to the organization's value of ending the abuse of power through an anti-oppression framework.

Board and Staff:

The Executive Director reports to an 8-10 member Board of Directors, and works with a staff of 17-18. S/he works closely with particular staff members of the Finance, Fund Development, and Program Reporting component and with staff members of the Organizational Development component.

Essential Job Duties

FUND DEVELOPMENT: Takes overall responsibility for Fund Development; actively cultivates relationships and opportunities with a broad spectrum of funders; and assesses fund development trends and promotes the visibility of AWS.

FINANCIAL MANAGEMENT: Oversees financial management and fiscal sustainability and accountability.

PROGRAM: Takes overall responsibility for the AWS program and site, safeguarding the confidentiality and safety of clients, shelter facility and location; and ensures excellent program planning, development, and evaluation by and with staff.

INSTITUTIONAL ADVOCACY: Represents the agency in coalitions and collaborative projects with other organizations; advocates on behalf of AWS's constituencies in public arenas and in collaboration with local, state, and national advocacy groups.

BOARD: Provides leadership in upholding board governance and liability responsibilities in the context of the organization's commitment to non-hierarchical and shared leadership structures as well as consensus decision-making practices; and serves as staff to these committees and as liaison between Board and Staff.

ADMINISTRATION: Holds responsibility for implementation of all contracts; and ensures compliance with legal obligations.

PERSONNEL: Takes leadership in creating a positive staff environment that is aligned with AWS values; facilitates opportunities for professional development for all staff; and holds the bottom line for hiring, evaluation, and personnel action.

LEADERSHIP: Upholds AWS's values in its organizational structure; plays an active role in the Organizational Development component of AWS; maintains and bolsters a safe, inclusive, positive organizational environment; and promotes awareness of trends, issues, and events related to the agency's mission and constituency.

GENERAL SHARED RESPONSIBILITIES FOR ALL STAFF: AWS's staffing structure does not include positions such as janitors, receptionists, or managers because of the organization's commitment to non-hierarchy and shared leadership. All AWS staff including the executive director share organizational responsibilities related to teamwork, program and organizational development, site maintenance, and emergency response.

QUALIFICATIONS

Minimum of 8 years of experience, comprised of work in all or some of the following areas:

- Outstanding commitment to upholding AWS mission, values, philosophy, and practice in the areas of anti-oppression, anti-homophobia, non-violence, non-hierarchy, consensus decision-making, and sustainability
- Experience as an Executive Director or other program director or administrator; Excellence in providing support and supervision to staff
- Demonstrated success in fund development (including grant writing and donor cultivation), and non-profit finance and budgeting
- Residential and/or crisis management program experience
- Leadership in advocacy to address violence against women; Leadership in public and institutional advocacy
- Vision for organizational and program development
- Experience working in diverse communities, including Asian communities, immigrant and refugee communities, LGBT communities, etc.
- Excellent practice of self-reflection, communication, collaboration-building, and conflict-resolution
- Ability to represent AWS positively among community members, partner agencies, collaborative organizations, donors, funders, and policy makers.

Compensation: Salary depending on experience. Generous benefits package offered, including paid sabbatical.

To Be Considered: Please send both a resume and a cover letter that tells us about your passion for and demonstrated commitment to our mission and values, and your applicable experience.

Please send electronically to: EDsearch@sfaws.org

Asian Women's Shelter is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender identity, or sexual orientation.

This search is being conducted by Asian Women's Shelter.