

Susquehanna Valley Women in Transition

Chief Executive Officer

Susquehanna Valley Women in Transition (SVWIT) is a highly esteemed, award-winning center for victims of domestic violence and sexual assault. Established in 1976, SVWIT serves three counties in central PA with prevention/education, legal advocacy, counseling, professional training and shelter.

SVWIT seeks a CEO with experience in capital campaign management to direct the management and expansion of its programs and facilities. The ideal candidate is passionate about empowering families in transition and will have demonstrated success in program, staff, and fiscal management. Breadth and depth of fund-raising, campaign management, and grant writing experience required. Bachelor's degree required; graduate degree preferred. Review of resumes will begin in January, 2008.

Send cover letter, resume and salary history to SVWIT Search Committee, P.O. Box 387, Lewisburg, PA 17837 or by email to sue_m@svwit.org. Full job description available at www.svwit.org.

Job Description: CEO

Overview: This position is responsible for the overall management and administration of SVWIT programs, and is the development director for the Capital Campaign and ongoing fundraising needs. The CEO supervises the Assistant Director, the Fiscal Officer, the Administrative Assistant, and the Executive Program Director. The CEO reports directly to the Board of Directors.

Responsibilities:

Development:

1. Research and pursue new funding sources to support the successful management of SVWIT programs, services, and facilities.
2. Maintain current funding sources.
3. Coordinate and implement a Capital Campaign for the construction of a new facility
 - a. Oversee the preparation of Campaign publications and materials, including the case for support
 - b. Research and prepare grant applications specific to facilities expansion
 - c. Plan and schedule training for all campaign volunteers

- d. Coordinate the Campaign functions of the Board, staff, volunteers, counsel, and Campaign Committee
 - e. Supervise the Campaign support staff, insuring the quality and timing of all records and data, fund tracking, and acknowledgements
 - f. In construction phase, oversee the work of the project manager
4. Participate in the planning of solicitation requests and in the cultivation and solicitation of potential donors, in-kind donations, and other resources.

Board relations:

1. With the Board President, develop agendas for meetings so that the Board can fulfill its responsibilities effectively
2. Inform the Board of all important factors influencing the condition of the agency
3. Provide direction to the Board to meet the agency's constitutional and legal responsibilities
4. Initiate policy development and work with Board committees in the successful implementation of adopted policies
5. Annually assess the goals for fundraising events and work with the Board in achieving those goals

Program administration:

1. Ensure that the agency's philosophy and mission statements are pertinent and practiced throughout the organization
2. Assure that the agency has a long-term strategy for achieving its mission and is consistently working toward its accomplishment
3. Oversee direct service activities
4. Approve all hiring and termination of direct services staff
5. Oversee outreach, public relations, and program development functions
6. Oversee shelter and property management and insure compliance with all building, fire, and safety codes
7. Oversee all administrative support activities
8. Ensure the ongoing professional development programs of employees and volunteers

Fiscal management:

1. Maintain overall responsibility of current fiscal management, in conjunction with the Board Finance committee
2. Develop, implement, and monitor the agency's budget
3. Ensure the accuracy and accessibility of fundraising data: data base management, record keeping, fiscal documentation and controls

4. Establish and oversee the necessary financing arrangements and banking relationships
5. Oversee all financial activities, including invoicing and expenditures
6. Ensure compliance with the fiscal standards of all funding sources
7. Monitor manual cash receipts journal and record data of receipts and deposits of all incoming cash and checks

Community relations:

1. Serve as the agency representative for funding resources, other service providers, service recipients, and the community at large
2. Act as delegate to PCADV and PCAR and ensure SVWIT representation at Coalition Board and committee meetings