

HIGHLAND LAKES FAMILY CRISIS CENTER EXECUTIVE DIRECTOR

The Highland Lakes Family Crisis Center (HLFCC) is seeking an Executive Director.

HLFCC provides safe shelter and services to victims of family violence and sexual assault; outreach services, information and referral to others in crisis; and community education on family violence and sexual assault awareness.

HLFCC was founded in April of 1983 and is a 24 hour a day/7 days a week shelter offering a crisis hotline, intervention and advocacy for adult survivors of stranger and non-stranger sexual assault and domestic violence serving Blanco, Burnet, Lampasas, and Llano Counties in central Texas.

Location of the Position: Marble Falls, Texas.

Purpose of the Position: The Executive Director serves as the chief executive of the Center and provides leadership to assure that the Center fulfills its mission to provide support to survivors of domestic violence and sexual assault and to effect systemic change in attitudes about domestic violence and sexual assault.

This position is full time and is classified as exempt from overtime.

Supervised by: The Family Crisis Center Board of Directors.

Education and Experiential Requirements:

- Strong leadership skills.
- Master's degree in human services or business management or equivalent work in human services delivery.
- Two years experience working in a domestic violence or sexual assault program.
- Proficiency in grant writing and/or experience managing a grant writing program.
- Experience working in a residential facility.
- Excellent interpersonal skills.
- Experience leading and managing employees and volunteers.
- Demonstrated ability to work with people of varied backgrounds.
- Excellent organizational, administrative, and communication skills.
- Flexibility and emotional intelligence.
- Strong basic computer literacy, especially General Microsoft Office (including Excel and Access); QuickBooks for nonprofits; the use of database systems for tracking services, creating reports, and extracting information; and web-based systems for federal and state grant submissions, reports, and financial.

Major Job Responsibilities:

- Lead all aspects of the Center's operations.
- Maintain the Center's employee program; oversee recruiting, hiring, training, supervising, evaluating and implementing corrective actions.
- Oversee the financial operations of the Center; including bookkeeping, payroll, and accounts payable.
- Prepare annual operating budgets for the board's approval.

- Implement and maintain programs to secure a steady stream of income for the Center including, but not limited to: extensive grant research and writing; building relationships with external constituencies to increase awareness of the Center's mission; developing, in partnership with the Board of Directors, long term financial goals and strategies for raising funds in the communities served by the Center.
- Maintain grants and contracts, including responding to issues, preparing reports, and monitoring expectations.
- Assure that the Center and the shelter are in compliance with all laws and codes.
- Provide board members with regular reports of the Center's activities, accomplishments, and challenges.
- Lead the Center's community outreach and engagement, including external and public relations efforts, media interviews and community presentations.
- Directly supervise the Center's senior management team to ensure the development, enhancement and maintenance of effective client programs and services, a strong volunteer program, and sound fiscal policies and procedures.
- Establish a clear and appropriate organizational structure and delegation of responsibilities.
- Support the members of the board of directors in their policy-making and strategic planning roles.
- Oversee and maintain documentation and statistics required by Center policies and funding sources, including specific grant related outcome measures, surveys, and performance reports.
- Attend training to maintain and improve job requirements and skills.

More information on HLFCC can be found at www.hlfcc.org and www.facebook.com/HLFCC.

The Highland Lakes Family Crisis Center is an equal opportunity employer.

The selected candidate must successfully pass a background investigation and fingerprint check prior to employment.

Interested candidates are encouraged to send their cover letter and resume to: Hire.HLFCC@gmail.com. Requests for further information, including the position's salary and benefits, may be directed to the same email address.