

# **Sexual Assault Counseling and Information Service (SACIS)**

## **Executive Director**

November 19, 2020

### **ORGANIZATIONAL BACKGROUND**

Established in 1977, SACIS is a certified Rape Crisis Center, non-profit organization dedicated to the healing and empowerment of sexual assault survivors through crisis intervention counseling, individual and group counseling, and medical and legal advocacy. SACIS provides outreach, prevention and institutional advocacy to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward gender-based violence. SACIS is located in Charleston, as well as the Counseling and Information For Sexual Assault/Abuse (CAISA) satellite offices are located in Olney and Robinson, collectively providing services to the following counties in Illinois: Coles, Crawford, Cumberland, Edwards, Jasper, Lawrence, Richland, Wabash and Southern Clark.

The Executive Director position requires a strong, seasoned leader oriented toward social justice, committed to ending gender-based violence and responsible for the successful leadership and transparent management of a team-oriented staff. The Executive Director will continue to uphold the agency's survivor-centered organizational culture, which is founded on the feminist principles of respect, equality and dignity for all, and must be well-attuned to collaborations with human services professionals, community partners, educational institutions, judicial circuits, and law enforcement agencies, among others.

### **Key Responsibilities**

#### **Organizational Leadership & External Relations**

- Represent SACIS/CAISA in a professional and knowledgeable manner to the public, government agencies, funders, partner organizations, and the media.
- Drive the strategic planning process, identifying creative and innovative ways to maintain our vital, influential leadership in the field and build programs that fit the needs of the community.
- Build and sustain relationships across government agencies, and community, state and national organizations to stay informed on emerging issues.
- Maintain and continue to grow partnerships with institutions of higher education (e.g. volunteer recruitment/training, facilitation of training classes, recruiting graduate assistants/interns).
- Participate in collaborative efforts with other organizations to advance public policy in support of survivors of gender-based violence.
- Oversee an organizational communications plan that effectively promotes programming and services to the field, and advocate for changes in public policy and institutional practices that better protect victims and their families.

- Direct the administrative functions of the organization, supervise the leadership team and provide clinical supervision as required, following ICASA Service Standards and best practices.

### **Fundraising & Financial Management**

- Create, implement, and monitor a fund development plan to successfully diversify and maintain existing sources of funding that sustain current operations and future growth.
- Lead organizational efforts to identify new sources of grant funding, and oversee the development and submission of grant proposals.
- Develop and maintain positive relationships with all funding sources including government agencies, foundations, and individual donors.
- Direct development of the annual budget, monitor financial status, report on progress, and take corrective action as necessary to ensure financial integrity and continued financial health.
- Train and mentor designated staff to perform independently and effectively in all aspects of fundraising and grant writing.

### **Staff and Board Relations**

- Lead and mentor staff as well as maintain an organizational culture that values and respects diversity, work-life balance, professional development, and teamwork.
- Develop, maintain, collaborate and support the Board of Directors in its governance role, and foster its ongoing development and capacity building.
- Keep the Board informed of significant and material developments and other information affecting the organization. Communicate both high-level and operational issues that may require Board involvement, approval, advice, and implementation.

### **Experience and Attributes**

- Demonstrated knowledge and experience in the gender-based violence field, coalition-building experience at local, state, and national or tribal levels; and/or similar experience with a national, social justice-related advocacy organization.
- Demonstrated ability to develop and implement bold initiatives that work to ensure the well-being and advancement of all survivors.
- Involvement in, or an understanding of and commitment to, legal reform, with policy experience at the federal, tribal and/or state level.
- A 'big-picture' thinker, willing to embrace future directives. One who possesses an inspiring leadership style that energizes stakeholders around the organization's vision.
- Excellent interpersonal skills, including respect and compassion for others, approachability and comfort in leading difficult conversations when necessary.
- Strong relationship builder and communicator, including written and oral communication skills, with the ability to build a strong network of connections and partnerships.
- Experience with and commitment to integrating diversity, equity and inclusion principles into an organization's culture.
- Demonstrated success at raising funds, diversifying funding streams, and seeking new funds and initiatives to support program work.

- Experience working for, with, or on a board of directors and supporting its involvement in the work of the organization.

## **Qualifications**

### **Strongly Preferred:**

- Master's Degree in counseling, social work, human services, non-profit business administration, political science, or other related field.
- Licensure (e.g., LCPC, LCSW).
- Proven business/financial acumen, with experience developing and managing budgets, as well as demonstrated success in maintaining fiscal stability.
- Demonstrate and provide evidence of cultural competence, including training and experience working with culturally diverse populations.

### **Required:**

- B.S. Degree in counseling, social work, human services, non-profit business administration, political science or other related field.
- Three to five years of executive-level experience in a like-sized organization, or several years of deputy-level experience in a larger organization, including evidence of progressive positions/levels of responsibilities.
- Significant experience in the field of sexual violence/gender-based violence or domestic violence.
- Demonstrated ability to lead/manage staff and volunteers, provide training, support/development, give/receive constructive feedback, manage conflict, engage and empower.
- Previous experience working on women's and/or human rights issues, as well as working with diverse populations, including LGBTQIA+ communities.
- Embraces and demonstrates a feminist perspective framework when managing, leading and advocating.
- Completion of a minimum of 40 hours of sexual assault training within 30 days of hire or evidence of previous completion of like/similar training.
- Knowledge, skills and ability in trauma-informed service delivery.
- Excellent interpersonal, oral and written communication skills, including public speaking skills.
- Excellent fundraising and grant writing skills.

Salary will be competitive and commensurate with experience.

Sexual Assault Counseling and Information Service (SACIS) is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to diversity, equity and inclusion, and strongly encourage applicants who are people of color, LGBTQIA+, women, and/or people with disabilities.

## **APPLICATION INSTRUCTIONS**

SACIS has retained the services of The Jeff Baker Company to assist the Personnel Committee with the Executive Director Search.

If you are looking to make a difference in an east central Illinois community, forward in confidence your cover letter, current resume, and three professional references **on or before 5:00pm on December 17, 2020** to the following email: [EDsearchcommittee@sacis.org](mailto:EDsearchcommittee@sacis.org).

Should you have any additional questions, please contact:

Jeffrey A. Baker, SPHR

Principal

The Jeff Baker Company

Cell: (217) 714-8942 / Email: [thejeffbakercompany@gmail.com](mailto:thejeffbakercompany@gmail.com)