



## **Executive Director**

ACCESS, the Assault Care Center Extending Shelter and Support, has a mission to address the roots and impact of domestic and sexual violence. Its services include providing crisis intervention, advocacy and community outreach in the Boone, Greene, Marshall, Story and Tama County area. The Executive Director is responsible for leadership of the organization to ensure the services enhance safety, empower survivors, and promote understanding and social justice within our community. As the face and voice of the organization, the executive director will advocate on behalf of ACCESS with multiple stakeholders to empower staff, ensure survivors can receive high quality services and maintain the financial support needed to sustain the organization. The Executive Director reports to the Board of Directors.

### **Leadership**

ACCESS is seeking an Executive Director to provide leadership and support to 22 full-time and part-time program staff. Leadership includes:

- Direct supervision to staff or support to team supervisors in this capacity
- Ongoing evaluation and monitoring of programs' success
- Creating/monitoring enhancements and efficiencies in service provision
- Creating/enhancing community collaborations and community support to benefit service to victims
- Support in efforts of community engagement; directed at reaching and supporting underserved and marginalized communities.
- Frequent direct or indirect support to staff in navigating complex client service needs and community relations

### **Grant and Financial Management**

The Executive Director is also highly involved in the oversight of several facets of non-profit management. Experience in grant, finance and other management experience sought includes:

- Oversight of income and expenditures
- Grant and proposal writing
- Ongoing grant management, including monitoring or executing various detailed grant claim processes
- Creating budgets
- Fundraising/donor relations

### **Qualifications**

Candidates for this position must have a four-year college degree in a relevant field from an accredited college or university. A master's degree is preferred. Five years of a professional work experience in a relevant field is also required.

ACCESS staff should be empathetic, inclusive and non-judgmental. Service provision should focus on the self-determination and empowerment of the victim/survivor. Providing services across multiple counties requires that this position have a valid driver's license, a good driving record according and ongoing access to a reliable and insured personal vehicle. As part of the hiring process we complete a background check. Not all results are disqualifying and we encourage candidates to discuss potential findings with hiring personnel.

Upon hire, all staff must successfully complete the 32-hour ACCESS victim advocacy training and continued training as needed/requested to maintain IowaCASA, ICADV and ICCV requirements and to meet the requirements of Chapter 915.20 of the Iowa Code and membership standards of these three agencies.

**For more information, please reach out to Katie Roth at [katie.roth@researchgroup.com](mailto:katie.roth@researchgroup.com).**