



# Arizona South Asians For Safe Families

P. O. Box 2748, Scottsdale, AZ 85252-2748

## Position Details

Position: Executive Director

Reports to: Board of Directors

Effective: July 2018

Revised: N/A

Classification: Full-time Exempt

Salary: Commensurate with experience

## Purpose/Summary

The Executive Director is responsible for successful leadership and management of Arizona South Asians for Safe Families as well as consistent achievement of its stated mission, vision and strategic objectives. The Executive Director is also responsible for evaluating the effectiveness of organizational operations, supervising staff and representing Arizona South Asians for Safe Families with partner organizations, government and foundation funders, supporters and donors and the general public. This position upholds the mission, vision and values of Arizona South Asians for Safe Families.

## Duties and Responsibilities

The Executive Director will be responsible for the following:

### Leadership:

- Participate with the Board of Directors in developing a vision and strategic plan to guide ASAFSF;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the ASAFSF;
- Act as an advisor to the Board of Directors on all aspects of ASAFSF's activities;
- Foster effective communication between the Board and the Executive Director and between the Executive Director and staff, volunteers and interns;
- Act as the spokesperson for ASAFSF;
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate;
- Represent ASAFSF with community partners and at community activities to enhance the connection and profile of ASAFSF.

### Operations/Administration:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure that the operations of ASAFSF meet the expectations of its clients, Board and funders;
- Draft policies for the approval by the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained in accordance with the Violence Against Women Act;
- Provide support to the Board by preparing meeting agenda and supporting materials.

### Talent Management:

- Determine staffing requirements for organizational management and program delivery;



# Arizona South Asians For Safe Families

P. O. Box 2748, Scottsdale, AZ 85252-2748

- Oversee the implementation of human resources policies, procedures and practices including the development of job descriptions for all staff;
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's programming, mission, vision and values;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.

### Program Management:

- Oversee the planning, implementation and evaluation of the organization's programs and services;
- Ensure that the programs and services offered by the ASAFSF contribute to the organization's mission and reflect the priorities of the Board;
- Monitor the day-to-day delivery of programs and services to maintain or improve quality;
- Oversee the planning, implementation, execution and evaluation of special projects.

### Education/Awareness:

- Communicate with stakeholders and community partners to keep them informed of the work of ASAFSF and to identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of ASAFSF.

### Community Collaboration/Networking:

- Work with staff and the Board (Finance Committee) to prepare a comprehensive organizational budget at the beginning of each fiscal year;
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase and diversify ASAFSF's funding structure;
- Coordinate and implement fundraising activities as appropriate;
- Approve expenditures within the authority delegated by the Board;
- Ensure that sound bookkeeping and accounting procedures are followed;
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

### Competencies

The Executive Director must behave ethically, communicate effectively, be creative and flexible, foster team work while working independently, lead, make sound decisions, think strategically, be organized and solution focused.

### Knowledge, Skills & Abilities

- Bachelor's degree in Social Work, Women's/ Gender Studies, Public Administration, Nonprofit Management or other relevant degree PLUS 5 years of progressive management experience in the non-profit sector. Master's degree in any of the previously stated areas of study preferred;
- Working knowledge of the various aspects of operating a non-profit including human resources, financial management and project development and implementation;
- Ability to develop program and organizational budgets;
- Working knowledge of sexual and domestic violence in the South Asian population;



# *Arizona South Asians For Safe Families*

P. O. Box 2748, Scottsdale, AZ 85252-2748

- Experience working with survivors of sexual and domestic violence;
- Ability to speak one or more South Asian languages;
- Deep understanding of South Asian cultural values and beliefs related to family dynamics and sexual and domestic violence;
- Awareness and sensitivity to immigration processes;
- Ability to communicate effectively, orally and in writing, in English;
- Proficient with Microsoft Office programs and ability to troubleshoot and learn technology and software;
- Ability to work independently and take initiative as appropriate;
- Excellent time management and organizational skills;
- Ability to be flexible, adapt and prioritize tasks;
- Ability to work occasional evenings and weekends as required;
- Ability to obtain an Arizona Department of Public Safety Fingerprint Clearance Card;
- Regular access to reliable transportation, a valid Arizona Driver's License and proof of insurance.