



## **Chief Executive Officer SAFE Family Justice Centers**

**JOB TITLE:** Chief Executive Officer (Exempt)

**SUPERVISOR:** Reports to the Board of Directors

**SALARY:** \$120,000 Annually

**APPLY:** [info@safefamiliesca.org](mailto:info@safefamiliesca.org)

SAFE Family Justice Centers is committed to providing services for children, youth and families who have experienced or are at risk of abuse and violence. SAFE Family Justice Centers is a private non-profit located in the Temecula Valley with satellite offices located at the Southwest, Riverside, and Indio Family Justice Center.

We are an equal opportunity employer and do not discriminate against applicants or employees based on race, color, gender, religion, creed, national origin, ancestry, age, disability, sexual orientation, marital status or any other characteristic protected by law.

### **GENERAL JOB DESCRIPTION**

The Chief Executive Officer will provide leadership within a progressive non-profit agency that is committed to providing services for children, youth and families who have experienced or are at risk of abuse and violence using the Family Justice Center model (California Penal Code 13750). The Chief Executive Officer is a community leader and regional expert in the field of Intimate Partner Violence. The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program management, administrative issues, and capacity building.

### **CORE RESPONSIBILITIES**

- The Chief Executive Officer is responsible for the organization's consistent achievement of its mission and supporting the planning, fundraising, fiscal management administration, board relations, communication and marketing for the organization.

- Assure that the organization has a multi-year strategy that furthers the mission and maintains its community presence.
- Provide leadership in developing program, supporting organizational and financial plans with the Board of Directors and staff; Carry out plans and policies authorized by the board.
- Directly responsible for fundraising goals and agency budget implementation.
- Ensure compliance with federal, state and local nonprofit management regulations.
- Establish sound working relationships and cooperative agreements with sponsor organizations Riverside County District Attorney's Office, City of Temecula, and community groups/organizations that promote Family Justice Center Framework.
- Responsible for developing and maintaining sound financial practices.
- Seek diverse funding sources to support the agency's services and programs.
- Provides professional guidance regarding high lethality risk/ high profile cases and general oversight.
- Coordinates and ensures agency training.
- Ensures that quality programming is delivered to clients of the centers.
- Ensures that Board of Directors is kept fully informed of relevant agency business and the overall development of the organization.
- Lead staff finance committee and Board of Directors in preparing the agency budget to ensure that the organization operates within the budget guidelines.
- Collaborate with public and private stakeholders countywide.

## **MINOR DUTIES AND RESPONSIBILITIES**

- Maintain working knowledge of significant developments, laws, and trends within the focus of intimate partner violence, child abuse/youth at risk, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.
- Is knowledgeable of victim advocacy competencies.
- Educate the community, law enforcement, and businesses about intimate partner violence, child abuse, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.
- Ensure training and in-service are delivered to professional, businesses and community stakeholders regarding intimate partner violence, child abuse, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.
- Provide leadership to management and administrative staff. Ensure effective management of teams, staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resources practices are in place.

## **QUALIFICATIONS FOR THE JOB**

### ***Education:***

Bachelor's Degree minimum

### ***Experience:***

5-10 years of Social Service and or Criminal Justice Executive Management Experience, managing programs and budgets

## **KEY COMPETENCIES**

Visionary leader

Strong work ethic

Excellent communication skills to include verbal and written communication

Non-profit management experience

Experience on community, county, state, and national taskforces, commissions or coalitions

Policy development

Multidisciplinary collaboration

Agency development

Board leadership and development

Capacity building

Victim advocacy