

SafePlace Olympia  
Executive Director Recruitment 2021

**SafePlace Olympia** seeks a highly-skilled, dynamic and compassionate executive director with a proven track record to lead this well-respected community organization to the next level of its important work.

SafePlace, a Thurston County Washington nonprofit agency, has been providing services to sexual and domestic violence survivors, their families and their communities since 1981. SafePlace works for societal change to prevent sexual and domestic violence, while offering crisis intervention, education, housing support and long-term advocacy services. We are a nationally recognized organization committed to social justice as the foundation for management and services. Our sexual assault program is one of the oldest in the nation. More about SafePlace can be found at [www.safeplaceolympia.org](http://www.safeplaceolympia.org).

**Position Summary**

Reporting to the Board of Directors, the Executive Director provides leadership to the organization and manages its day-to-day affairs. Guided by the SafePlace strategic plan, as well as the mission and values of the organization, their responsibilities will include:

- Leadership:
  - Partner with the Board to set strategic direction, develop resources and manage the Board/Agency interface;
  - Represent the organization in the community and build effective community partnerships.
- Management:
  - Ensure the delivery of prevention and direct services for sexual and domestic violence survivors, their families, and their communities, while supporting survivor empowerment;
  - Oversee the fiscal development and management of the agency's \$2.1 M budget, including numerous state and local contracts, aligning financial resources to achieve the organization's long-term goals, and sustainability;
  - Manage the agency from a trauma informed and culturally responsive social justice approach while promoting diversity and equity within the organization;
  - Manage and develop SafePlace employees and SafePlace volunteers.

**Position qualifications**

**Experience**

- Experience in nonprofit leadership, management and resource development, including working with a volunteer Board of Directors;
- Knowledge of principles and practices regarding the prevention of sexual and domestic violence and the provision of direct service work, including supervision of staff.
- Working knowledge and skills related to providing trauma informed sexual and domestic violence services in a culturally responsive, social justice manner.
- Experience in making public presentations and in public relations.
- Experience overseeing fiscal compliance and managing within personnel employment law and nonprofit regulations and laws.

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**Education and Training**

A Bachelor's degree or higher involving major study in a relevant field of study, including social sciences, business administration or personnel administration, plus six years of progressively responsible management experience in a nonprofit service agency. Ten years of relevant training and experience may be substituted for academic experience.

The candidate must meet the Washington state accreditation training requirement at hire or within six months of hire. The employee is required to complete the core requirements of the SafePlace Advocate Core Training and must complete 12 hours of on-going management training each year. SafePlace may assist as needed with the initial or ongoing training requirement for the chosen candidate. Additional duties, qualifications and requirements may be found in the job description.

**Benefits**

SafePlace offers a competitive salary commensurate with experience. Medical, vision, and dental insurance; paid holidays; and Paid Time Off leave are provided as per SafePlace personnel policies. Employee Assistance Program (EAP) provided. Voluntary Life, Accident and Critical Illness Insurances are available. Retirement benefits will be available when simple plan qualifications have been met.

**Application Process**

Priority consideration will be given to applications received by July 30, 2021. However, recruitment will continue until the position is filled. Candidates will submit resumes with cover letter for review to [SafePlace Executive Director search](#). Phone inquiries are not encouraged.

SafePlace employment is conditioned upon agreement with the SafePlace Mission and Philosophy Statement and passing a criminal background check.

SafePlace is an Equal Opportunity Employer. The agency does not discriminate on the basis of race, color, ethnicity, national origin, ancestry, creed or religious conviction, age, gender, gender identity or expression, pregnancy or childbirth, sexual orientation, marital status, income, veteran status, genetic information, the presence of a physical, sensory or mental disability, or any other basis prohibited by federal, state or local law.