

# Executive Director

## ROLE INFORMATION

- POSITION TYPE:**  Full Time, Exempt
- SUPERVISOR:** Board of Directors
- TIME COMMITMENT:** 40 hours+
- IN-OFFICE/REMOTE:**  In-Office

## RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

## GENERAL ROLE DESCRIPTION

The Executive Director is responsible for the leadership, operations, management, and administration of the organization and its programs and collaborates with the Board of Directors to determine its strategic direction within our three programs: Prevent, Disrupt, and Restore. The Executive Director is responsible for promoting qualified, compassionate care in a professional environment.

## DUTIES AND RESPONSIBILITIES

### **Programming**

- Approves the service set and service limitations of each program
- Works to secure the resources needed to support the programs
- Defines the metrics to be measured based on organizational goals
- Plays a role in Survivor Services intakes and exits as needed
- Serves on the Survivor Services Care Team with a focus on legal, liability, and financial implications
- Ensures policies and procedures are following all regulatory requirements
- Meets regularly with each Program Director to lead and support them
- Guides decisions about program expansion or alteration
- Helps to identify community-based service providers or pro bono resources

### **Human resources**

- Provides direct supervision of the Program Directors
- Oversees the HR functions of staff hiring, evaluation, and firing
- Coordinates with the Program Directors to ensure all staff and volunteers are properly trained and proficient in performing their responsibility and duties
- Identifies resources for staff training and encourages professional development
- Assists the Program Directors in cases of employee grievance-related concerns and disciplinary actions

### **Operations**

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate
- Plays a key role in identifying each program's location/facility and procuring funding

- Arranges for needs related to the initial design and building for the Housing Program (contractors, materials and labor, etc.), technology, and safety and security issues
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

### **Finance**

- Collaborates with the Finance Director, Board of Directors, and the Program Directors to create and monitor the annual budget
- Reviews regular financial reports of revenue and expenses
- Determines staff compensation based on comparable roles in the area
- Assists the Finance Director as needed with the preparation of the IRS Form 990

### **Development**

- Create and implement a fundraising strategy
- Engages in donor prospecting through presentations and networking events
- Demonstrates the ability to effectively communicate about the organization and its needs
- Develops an effective working partnership and relationship with funding sources
- Ensures the acknowledgement and appreciation of donor gifts, especially major donors
- Performs grant writing as needed

### **Marketing & Communications**

- Approves and plans for the maintenance of the organization's website and social media
- Engages in community presentations as the organization's representative and media liaison
- Assumes responsibility for crisis communications

### **Relationships**

- Maintains regular, transparent communication with the Board of Directors, especially the Board Chair, focusing on strategy, resources, and impact
- Clearly communicates the strategic vision and goals to staff and volunteer leaders, connecting positions to the organizational mission
- Engages in personal communication and interaction with major donors and partners to foster Engagement

## **QUALIFICATIONS**

- Relevant Bachelor's degree, or equivalent combination of education and experience in human services, psychology, social work, counseling
- Three years of management and/or supervisory experience demonstrating leadership skills in a team environment
- Experience with management of a residential program preferred but not required
- Knowledge of/experience with trauma-informed therapeutic approaches and environment
- Knowledge of case management practices
- Experience with conflict resolution and crisis management
- Proficient in computer use. Willingness to learn Google Suites, Salesforce, and Slack applications
- Excellent time-management and organizational skills
- Excellent oral and written communication skills

- Pass a criminal background check
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting. Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy
- Sustained positive attitude and joy in learning
- Willingness to learn and educate on local human trafficking
- Mature Christian faith as defined by our statement of faith
- Agree to Reset 180's statement of faith below.

### [MISSION, FAITH STATEMENT, AND STRATEGY](#)

<https://reset180.com/mission-faith-statements>

<https://reset180.com/our-work>

### [TO APPLY](#)

**Email Resume, Cover Letter, References, & \*Statement of Faith in one document to [careers@reset180.com](mailto:careers@reset180.com)**

\*What is a statement of faith?

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Reset180. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

Reset180 is committed to building a diverse workforce through fair and equitable employment practices. Reset180 encourages people of any race, color, age, sex, marital status, or political ideology, to apply for employment. As a faith-based organization, Reset180 has the legal right under SEC. 2000e-1 (section 702) of Title VII of the Civil Rights Act of 1964, to require that all employees practice a mature Christian faith, as defined by the Apostles' Creed.