

Executive Director

ROLE INFORMATION

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

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 Reset180 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 supporting the Director of Communications, Director of Survivor Services, Director of Finance, Director of Outreach and Disruption, Survivor Services Case Manager, Director of Technology, and Director of Operations. A statement of faith is required for this job.

DUTIES AND RESPONSIBILITIES

Programs

- Approves the service set and service limitations of each program within Reset180
- 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 with each Program Directors 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

- Directly supervises 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

- Collaborates with the Board of Directors to create 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

- A bachelor's or master's degree in social work, psychology, criminal justice, or a related field is required. Additional certifications or training in human trafficking awareness and prevention are beneficial
- Previous experience working in social services, law enforcement, victim advocacy, or a related field is important
- Experience in managing teams and programs

- A strong understanding of human trafficking laws, victim services, trauma-informed care, and community resources is essential
- Knowledge of best practices in combating human trafficking and supporting survivors is crucial
- Empathy and compassion: Working with survivors of human trafficking requires a high level of empathy, compassion, and sensitivity
- The ability to support and advocate for survivors in a non-judgmental and empowering way is essential
- Commitment to social justice: A strong commitment to social justice, human rights, and ending human trafficking is fundamental for anyone working in this field

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

*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.