

Executive Director

Employer: TimeOut Family Abuse Shelter, Inc.

Description: TimeOut is a non-profit domestic violence and sexual assault victims? advocacy and shelter organization based in Ladysmith, WI. TimeOut provides emergency housing to survivors of domestic violence and their children. Advocacy and supportive services are provided in the shelter as well as through community-based victim services programs in Rusk, Price, and Washburn Counties.

Job Summary: The Executive Director (ED) is a full time, salaried position, providing overall leadership, management, and planning for the organization. The ED reports directly to the Board of Directors.

Duties:

Manage day to day personnel, budget, administrative, communications and outreach activities.

Ensure compliance with regulations and policies

Help establish strategic priorities, policies and programs.

Interpret and communicate mission, goals and programs to outside organizations and community members.

Develop and administer standards and procedures related to human resources, staff development, budget, and facilities.

Prepare, distribute and maintain reports.

Provide initiative, leadership, and coordination of fundraising and grant activities.

Actively respond to the needs of victims/survivors in Rusk, Price, and Washburn Counties and beyond as requested.

Requirements: Prefer a Bachelor?s Degree and/or demonstrated experience in the human services field. Ability to provide leadership to TimeOut and work with community organizations. Demonstrate an understanding of domestic violence and sexual assault victimization. Strong interpersonal communication skills (verbal, written, electronic). Commitment to cultural diversity.

To Apply: Please submit resume with cover letter by Wednesday, September 11, 2013

TimeOut

Attn: Arline Hillestad

P.O. Box 406

Ladysmith, WI 54848

or online: director@timeoutabuseshelter.org

Download:



[ED Posting 2013.docx](#)

Deadline for applications: September 11, 2013

Go live:

August 21, 2013

Contact: bolson.tofas@gmail.com

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