



ARISE SEXUAL ASSAULT SERVICES EXECUTIVE DIRECTOR JOB DESCRIPTION

Reports to: Arise Board of Directors Salary: \$78,000.00 - \$85,000.00 per year

Supervises: Office Manager, Advocate Coordinator, Outreach & Prevention Advocate, Clinical Coordinator, Clinical Director

Indirectly Supervises: all positions not listed above.

Position Location: Portales / Clovis, New Mexico

Arise serves seven counties in Eastern New Mexico: Roosevelt, Curry, DeBaca, Harding, Lea, Quay, and Union

POSITION FUNCTION AND OVERVIEW:

The Executive Director is responsible for overall program management, compliance, staff development, agency finances, and strategic planning. They are accountable for the organization's overall programmatic direction and fiscal integrity within the framework and philosophy set by the Board of Directors.

Program Management:

- Ensure Arise is a full-scale survivor-centered and community-based sexual assault service organization
- Collaborate with other SANE Programs, Sexual Assault Services, Child Advocacy Centers, and CBPIR programs in New Mexico
- Coordinate with state leadership and agencies involved with sexual violence to promote consistent protocols and to train for advocacy, SANE, counseling, and forensic interviews
- Build community partnerships with organizations that serve or are adjacent to survivors of sexual assault
- Work with local and state organizations related to the organization's vision

Compliance

- Oversee a medical/forensic program, including coordinating with the SANE Clinical Coordinator, Medical Director, and a team of contract nurses to support nursing operations.
- Oversee and support Advocacy Staff to provide the 24-hour Arise Crisis Hotline
- Oversee Clinical Director to ensure continued counseling programs and identify additional resources to support referrals
- Oversee staff entering program data is accurate and all reporting to state agencies is accurate

Staff Development

- The Executive Director maintains a culture of empowerment and emotional support that will enable Arise staff to assist survivors
- Ensure all staff has the resources available to them to perform their work and engage with the community
- Oversee referrals and responses with the District Attorney's Office, multiple law enforcement agencies, hospitals/health providers, schools, civic organizations, and other service agencies to ensure seamless delivery of services for our clients
- Oversee community and media outreach, presentations, and education activities; in-services and training to law enforcement, DA's offices, local/state agencies, and others; establish and maintain MOU agreements
- Oversee Advocate Coordinator and Victim Advocacy Program to ensure timely and appropriate advocacy response to victims of sexual violence

Agency Finances

- Solicit and maintain financial support from multiple sources, including city and county governments, United Way, private foundations, state agencies, and new funding sources
- Oversee processing of accounts, invoices, and payments for operations
- Review monthly financial reports provided by CPA and ensure Arise's accounts payable and receivable comply with funding sources and budget
- Research, identify, and apply for funding sources to increase funding diversity for Arise

Strategic Planning

- Implement a strategic plan and maintain a regular review of goals and objectives
- Break down goals and objectives for each staff member and communicate organizational success and progress
- Re-evaluate goals and objectives to ensure the Arise is serving the community
- Review Arise's Mission, Vision, and Values to ensure the agency's actual direction and purpose

Professional Requirements

- Lead by example; demonstrate radical personal responsibility and authenticity; act with ethical intent; and treat individuals with dignity and respect
- Maintain patient confidentiality at all times
- Complete continued education/training requirements
- Maintain regulatory requirements, including all state, federal, and local regulations
- Represent the organization positively and professionally
- Comply with all organizational policies and standards regarding ethical business practices
- Participate in performance improvement and continuous quality improvement activities

Qualifications

- Bachelor's degree with a preference in business administration, nonprofit management, or human services,
- Master's degree preferred
- Minimum three years experience in the health/human services field, preference given to domestic violence or sexual assault sectors
- Grant writing, program development, and community networking skills are beneficial
- Moderate computer knowledge (Microsoft Office/Google Workspace)
- Spanish speaking is preferred