LILA MAE’S HOUSE

Lila Mae’s House provides a safe, healthy environment where adult survivors of sex trafficking can rest, heal, recover and develop life skills to become empowered, independent and self-sufficient women.

Job Position  Executive Director

Primary Responsibilities

- Manage day to day operations of agency to include Lila Mae’s House and administrative functions, as well as ensuring the continuity and quality of program delivery and client services
- In cooperation with the Board of Directors, effectively carry out the business of the agency
- Support a positive, team-based, client-centered work culture
- Ensure compliance and timely reporting of all government contracts and grants
- Oversee monthly financial reporting, approve expenses and invoices for payment, and sign checks to ensure fiscal responsibility
- Oversee the maintenance and upkeep of Lila Mae’s House and surrounding property
- Ensure effective systems to track progress, evaluate programs for measurable goals, and effectively communicate those findings to board, funders, and other constituents
- Maintain collaborative relationships with funders, major donors, foundations, community leaders, service organizations, faith-based organizations and volunteers to assure consistent funding streams and productive relationships
- Utilize outreach and relationships to garner new partners and donors
- Ensure the organization complies with all relevant laws, regulations, personnel policies and procedures
- Work with Board of Directors to engage members in board development and fundraising
- Manage and contribute to fundraising activities, including grant writing, donor development and cultivation, fundraising campaigns, etc.

Requirements

- Prefer a Master’s Degree from an Accredited College or University with a wide variety of majors accepted
- Minimum of 5 years' experience working with nonprofit as Project Manager, Senior Manager, Executive Director or Interim Executive Director
- Experience working with vulnerable populations from diverse cultural economic, educational and vocational backgrounds; experience with domestic violence, human trafficking and/or homelessness a plus
- Experience in the support, retention, motivation and leadership of staff, volunteers and Board members
- Experience with grant management and non-profit financial management
- A proactive but respectful work style in a team-oriented environment with shifting priorities
- Exceptional organizational and time management skills
- Proven communication skills including speaking, writing, meeting facilitation and consensus building
- Experience helping organizations attract and sustain community support and funding

Employment Type  Full Time