**Association of VAWA Administrators (AVA)**

**Executive Director Job Description**

The Association of VAWA Administrators (AVA) is an incorporated nonprofit association whose members are state agencies designated to administer Violence Against Women Act (VAWA) state formula grants within their respective jurisdictions. The mission of AVA is to “encourage and facilitate mutual support, awareness and cooperation among states and territories administering Violence Against Women Act formula grants and to provide a centralized voice for the advancement of improvements to enhance the effectiveness of VAWA administration.”

**Position Title:** Executive Director

**Reports To:** AVA Executive Committee (President, Vice-President, Secretary and Treasurer)

**FLSA Status:** Exempt

**Summary**

Under the general direction of the Board of Directors, the Executive Director is responsible for overall management and operation of AVA, implementation of the Board’s policies, goals and objectives and protection of the organization’s financial assets while ensuring compliance with board directives and applicable federal and state requirements. The Executive Director will provide support and resources in carrying out AVA’s mission in an effective and efficient manner.

**Essential Duties and Responsibilities**

The Executive Director is responsible for overall program operations, asset protection and external relations for AVA, a 501(c)(3) non-profit association. In so doing, the Executive Director performs some or all of the following functions:

**Leadership**

* Participate with the Board in developing a vision and strategic plan to guide the organization.
* Identify, assess, and inform the Board of internal and external issues that affect the organization.
* Function as a professional advisor to the Board on all aspects of the organization's activities.
* Foster effective teamwork between the Board and the Executive Director and between the Executive Director and contractors.
* Provide information, counsel, and advice to AVA’s members in fulfilling their professional responsibilities.
* Provide leadership and facilitate the AVA Monthly Board Meetings to include preparation of meeting agenda and relevant supporting materials.

**Operational planning and management**

* Assist the Board in developing an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization.
* Ensure that the operation of the organization meets the mission of AVA, as well as expectations of AVA’s members and Board of Directors.
* Oversee the efficient and effective operation of the organization.
* Assist with drafting policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies and recommend changes to the Board as appropriate.
* Ensure that the organization’s files are securely stored and that appropriate

privacy/confidentiality is maintained.

**Program planning and management**

* Oversee the planning, implementation and evaluation of the organization's programs and services.
* Monitor the delivery of the programs and services of the organization to maintain or improve quality.
* Oversee the planning, implementation, execution, and evaluation of special projects.

**External relations/advocacy**

* Establish good working relationships, communications and, collaborative arrangements with national, state, and local victim advocacy and related organizations, public policy makers, funders, and other organizations and individuals to help achieve the goals of the organization.
* Serve as liaison with U.S. Department of Justice, Office on Violence Against Women, and with members of Congress, congressional committees, and staff (as needed).
* Function as a spokesperson for the organization in conjunction with the Executive Committee and/or the Board.
* Prepare official correspondence on behalf of the Board as appropriate.
* Represent the organization at appropriate activities to enhance the organization's community profile.

**Human resources planning and management**

* Assist the Board in determining staffing requirements, including the use of consultants and independent contractors, for organizational management and program delivery.
* Assist the Board in overseeing the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
* Assist the Board in recruitment, interviews, and selection of staff, including consultants and independent contractors, who have the right technical and personal abilities to help further the organization's mission.

**Financial planning and management**

* Work with Board Treasurer and Finance Committee to prepare a comprehensive budget.
* Work with the AVA Board (as needed) to secure adequate funding for the operation of the organization.
* Approve expenditures within the authority delegated by the Board Treasurer and Executive Committee.
* Work with agency accountant/bookkeeper to ensure that sound bookkeeping and accounting procedures are followed.
* Administer the funds of the organization according to the approved budget and monitor the cash flow of the organization.
* Provide the Board Treasurer with comprehensive, regular reports on the revenues and expenditure of the organization.
* Work with agency accountant/bookkeeper to ensure that the organization complies with all legislation covering taxation and withholding payments.

**Membership Recruitment and Enrichment**

* Develop effective outreach and recruitment materials to maintain sustainable membership levels for the organization throughout the year.
* Work with the AVA Board to develop viable and sustainable resources and membership benefits, including ongoing implementation of same.
* Provide direct support to AVA members and to potential AVA members through direct interaction and outreach via telephone and/or electronic communication.
* Identify and share resources that help strengthen AVA members administrative capabilities.
* Work with the Website Committee to oversee maintenance of AVA website.
* Administer the AVA listserv.

**Core Competencies**

To perform effectively in this position, the individual should demonstrate the following competencies, which represent effective administration of AVA and its programs.

Job Knowledge: Understands the Violence Against Women Act and terms of its multiple reauthorizations, including specifically the role, responsibilities, and functions of administrators of the STOP (Violence Against Women) and SASP (Sexual Assault Service Providers) formula grants awarded to each state and territory. Understands the technical aspects of managing a nonprofit organization; provides advice to its members directly and/or solicits guidance from other authorities. Understands the duties and responsibilities of the position and keeps job knowledge up to date. Clearly understands the mission of the organization and continuously works to promote AVA and achieve its goals.

Initiative in fulfilling the goals of the organization: The Executive Director should stay apprised of issues that affect the organization and be able to display initiative in developing action plans and resolving problems as they occur, in consultation with the Executive Committee, other working committees, and other members of the Board.

Communication: Requires strong written and oral communication skills to effectively communicate with multiple audiences using a variety of formats. Examples include written communications that clearly outline the situation and action items; verbal presentations and briefings to the members, the board of directors, public policy makers and other organizations and individuals regarding a variety of issues affecting AVA.

Reasoning Ability: The Executive Director should have the ability to define problems, collect data, establish facts, draw valid conclusions, and exhibit independent judgment in the development, implementation and evaluation of plans, procedures, and policies.

Financial Management: Exhibits strong financial skills and the ability to maintain effective systems of internal controls to account for all receipts and expenditures of funds.

Technical Skills: Proficiency with software programs and technology such as Microsoft Office Suite, website management, Listserv, QuickBooks, and virtual meeting platforms preferred.

**Education and/or Experience**

The Executive Director must possess the above skills, knowledge, and qualities, which may result from formal education or at least five years of experience in related, public or non-profit operational, related areas.

**Physical Demands**

AVA will abide by the American with Disabilities Act to provide reasonable accommodations to enable otherwise qualified individuals with disabilities to perform the essential functions.

**Travel**

The Executive Director must be able to travel to attend conferences, meetings, training, and other events as required acquiring and maintaining proficiency in fulfilling the responsibilities of the position.

**Work Environment**

This is primarily a remote position, except in those instances when the Executive Director will be required to attend in-person conferences, meetings, and events. AVA will provide reasonable technological equipment to fulfill the job responsibilities but expects the Director to maintain their own internet access.

**Commitment & Compensation**

This is a part-time position that requires no more than 25-30 hours a week. Salary will be negotiated annually with the Executive Committee and approved by the Board. AVA will also cover the usual minimum taxes and expenses (e.g., FICA, unemployment, and workers compensation) as required by the state in which the person resides. Any changes in these conditions are negotiable annually between the incumbent and Executive Committee and must be approved by the Board.

The Executive Director will be subject to a twelve-month probationary period and will receive yearly evaluations from the Executive Committee of the AVA Board of Directors.