



Offender / Victim Ministries, Inc.

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Newton, KS 67114  
(316) 283-2038  
[www.offendervictimministries.org](http://www.offendervictimministries.org)

## **Job Description: Executive Director**

**HOURS:** Full-time, salaried with benefits

**PAYMENT:** Commensurate with experience

**POSITION SUMMARY:** Provide overall strategic and operational management for OVM's development, staff, programs, promotion, and execution of mission.

### **RESPONSIBILITIES:**

**Leadership & Management** – Ensure ongoing programmatic excellence and rigorous program evaluation; manage finances and administrative systems, fundraising, and communications.

**Board Relations** – Regularly report to the board on agency activities. Serve as ex-officio at board meetings and, as necessary, on committees. Bring strategic direction and program development recommendations to the board.

**Resource Development** – Ensure diverse and sustainable base of funding sufficient to fully support programs, as well as to support program growth as directed by the board. This includes grant writing.

**Program Development** – Cultivate ideas for program direction and activities resonant with OVM's larger vision and mission. Actively engage with referral sources, community partners, and area nonprofits to identify service gaps. In collaboration with staff, ensure goal setting, planning, implementation and evaluation.

**Administration** – Perform or delegate the administrative duties necessary for smooth program operation. Carry out essential bookkeeping responsibilities. Ensure compliance with state and federal reporting requirements. Maintain appropriate insurance coverage. Work with auditing agency to provide annual review of finances.

**Staff Supervision** – Determine staffing requirements for effective program delivery. Recruit, train and supervise high performance staff. Oversee the implementation of human resources policies, procedures and practices including the development and maintenance of job descriptions for all staff. Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review. Recruit and oversee volunteers.

**Promotion** – Ensure a cohesive communication and branding strategy, including web presence, newsletters and personal contacts. Ensure core messages and methods are in place to capture constituent information and interests. Create promotional materials, including quarterly newsletter, appeal letters, brochures, and other promotional materials as needed. Promotional outreach to include:

**Public Speaking** – Initiate and coordinate public speaking opportunities for self and other staff on OVM programs and/or restorative justice related issues.

**Networking** -- Develop relationships with leadership of other organizations working in restorative justice and related areas. Implement strategies for high-impact presence at key regional events.

**Constituency Engagement** – Initiate and cultivate relationships with individuals, churches, foundations, referral sources, area nonprofits, and other constituent groups. Develop a comprehensive portfolio of corporate and foundation prospects, including stewardship of existing relationships. Oversee constituent service systems: fulfillment of resources, gift acknowledgement, and receipting process.

**Special Events** – In collaboration with the board, design, implement, and participate in at least one special event for fundraising and promotion annually in addition to the annual meeting.

**Client Engagement** – Support program staff by being trained and knowledgeable in all service provisions. As needed, assist in service delivery. Participate as part of team in answering phones, processing payments, responding to client concerns, and other aspects of daily office management.

#### **QUALIFICATIONS:**

1. Bachelor's degree and/or comparable experience in restorative justice, conflict resolution, social work, psychology, or criminal justice preferred
2. Commitment to restorative justice
3. Experience in organizational management and supervision of staff
4. Sound professional judgment and decision-making skills
5. Ability to work with people from diverse backgrounds, including varied religious traditions; strong interpersonal skills
6. Excellent verbal and written communication skills, public speaking experience preferred
7. Strong organizational skills and attention to detail

Send resume and three references (at least one professional and one personal), along with a cover letter to [offendervictimministries@gmail.com](mailto:offendervictimministries@gmail.com). The Search Committee will begin reviewing applications on September 13, 2019.

*Offender Victim Ministries is an Equal Opportunity employer. Applicants are considered without regard to race, color, religion, creed, national origin, age, sex, gender, marital status, sexual orientation and identity, genetic information, veteran status, citizenship, or any other factors prohibited by local, state, or federal law.*