

# Executive Director - Advocacy Center of Tompkins County

## The Organization

The [Advocacy Center](#) of Tompkins County located in Ithaca, NY is a 501c(3) non-profit organization. Our work centers on supporting survivors and creating a community where all are free from domestic and sexual violence. We are committed to working from an anti-oppression, harm-reduction, and strengths based trauma-responsive approach. We combine seriousness of purpose and commitment to our mission with a sense of kindness and empathy.

## The Opportunity

Our team at the Advocacy Center is passionate and dedicated as they strive to meet the self-determined needs of those who receive our services. We are in search of an Executive Director who is responsible for leading all aspects of the administration, programs, and strategic plans of the Advocacy Center. This position reports directly to the Board of Directors.

## What you bring

- You have a bachelor's degree and five or more years senior nonprofit management experience, or equivalent combination of education and experience.
- The ability to envision and communicate program goals to the staff, board, volunteers, donors and the overall community.
- Sensitivity to the impact of sexual and domestic violence in diverse and marginalized communities.
- A record of successfully leading teams to deliver on your vision and skill to clearly communicate the value of your work.
- Experience in grant writing and an understanding of the funding community and skills partnering with individuals, organizations and volunteers.
- Strong financial leadership skills, including budget preparation, analysis, decision making and reporting.

## What you'll get to do

- Supervise 3-5 staff and indirect oversight of 30 employees.
- Work with the fiscal manager and board on managing our budget of \$2+ million.
- Partner with Advocacy Center Board to enable informed decision making around policy, process, finance, fundraising, and community visibility.
- Ensure the financial health of the organization through oversight of budgeting, planning, and fundraising through grants (government and private) and community-based activities.
- Enhance the Advocacy Center's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Define and implement the organization's mission through effectively hiring and growing the staff that supports the Advocacy Center programs.

- Plan and direct labor relations strategy, including collective bargaining with any labor organization.
- Provide operational oversight of physical property, including administrative offices, 2 rental units and a confidential shelter.

## **Commitment to diversity, equity, inclusion, and belonging**

We encourage applications from everyone, including members of all equity-seeking communities, such as (but certainly not limited to) women, racialized and Indigenous persons, persons with disabilities, persons of all sexual orientations, gender identities and expressions.

We will ensure that qualified individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment, as appropriate.

We are an equal opportunity employer. We do not discriminate on the basis of race (including hairstyle and texture), religion (including religious grooming and dress practices), gender, gender identity, gender expression, color, national origin, pregnancy, ancestry, domestic partner status, disability, sexual orientation, age, genetic predisposition, medical condition, marital status, citizenship status, military or veteran status, or any other basis covered by applicable laws. We will not tolerate discrimination or harassment based on any of these characteristics or any other unlawful behavior, conduct, or purpose.

## **Salary and Benefits**

- Full-time salary \$95,000.00 - \$110,000.00
- Generous and flexible health and wellness benefits
- Vacation, sick and personal time
- 12 paid holidays
- 403(b) retirement plan

## **Application Process**

Please submit a cover letter and résumé by email to [edsearch@actompkins.org](mailto:edsearch@actompkins.org). All submissions will be acknowledged with a return email. Review of applications will continue until a suitable candidate is identified. Ideally a candidate will be available to start April 3, 2023.