

Your Safe Haven, Inc. Job Description

Job Title: Executive Director

Employment Status: Exempt (Minimum 35 hours/Week)

Starting Salary Range: \$61,000 - \$70,000

Overall Responsibility: Provides leadership to fulfill Your Safe Haven's mission and ensure effective, high-quality services for victims of domestic violence, sexual assault, and other crimes. This position is responsible for both the strategic direction and daily administration of the agency, including grant management, financial oversight, staff supervision, community relationships, program delivery, and compliance with Pennsylvania Coalition Against Domestic Violence (PCADV), Pennsylvania Coalition to Advance Respect (PCAR), Pennsylvania Commission on Crime & Delinquency (PCCD), and other funder standards.

Duties & Responsibilities:

Financial Management & Grant Administration

- Provide input, review, and manage the annual budget and ensure fiscal integrity.
- Prepare and submit grant applications, program reports, budgets, and required reports for funding from PCADV, PCAR, PCCD, and other funders.
- Monitor grant deliverables and ensure timely submission of statistical and program reports.
- Ensure compliance with all fiscal and programmatic requirements of funding sources.
- Oversee fiscal operations to ensure maximum resource utilization and sustainability.

Daily Operations & Staff Supervision

- Provide daily oversight of all agency operations, ensuring effective program delivery and administrative processes.
- Supervise, train, coach, and evaluate staff performance.
- Serve as the Direct Services Supervisor per 42 PA C.S.A. § 5945.1.
- Develop and implement staff development plans and ongoing training, including trauma-informed care, cultural responsiveness, and ethics.

Program Oversight & Compliance

- Develop, implement, and update program policies, procedures, and operational manuals to meet agency and funder standards.
- Monitor and ensure compliance with standards and requirements of PCADV, PCAR, PCCD, and other funding sources.
- Prepare for and participate in funder monitoring visits and audits.

- Maintain strict confidentiality in accordance with Pennsylvania law and funder standards.

Community Engagement & Public Relations

- Act as the primary spokesperson for the agency, representing Your Safe Haven, Inc. to funders, partners, the media, and the public.
- Develop and maintain strong working relationships with key community partners including, but not limited to, law enforcement agencies, the District Attorney's office, the courts, Children and Youth Services, medical providers, mental health agencies, housing and social service providers, schools, and other victim services and community organizations.
- Participate in multidisciplinary teams and community coalitions to promote coordinated community responses to domestic violence, sexual assault, and other crimes.
- Engage in outreach and public education efforts to raise awareness about domestic violence, sexual assault, and victim services.

Direct Services Support

- Provide crisis intervention, hotline response, accompaniment (medical, legal, law enforcement), and advocacy services when necessary to maintain program operations.

Board Governance:

- Work closely with the Board of Directors to develop and implement strategic goals and policies.
- Communicate regularly with the Board, providing timely and accurate information to support decision-making.
- Support Board development and training.

Administrative and Other Responsibilities

- Review and approve contracts and agreements on behalf of the organization.
- Ensure timely and accurate submission of all organizational and program reports.
- Maintain operational readiness and organizational resilience.
- Perform other duties as assigned by the Board of Directors.

Required Professional Qualifications:

- Bachelor's degree in social work, human services, business administration, nonprofit management, or related field, OR at least eight (8) years of significant work experience in the administration of human services or nonprofit organizations.
- Act 33/34 and FBI clearances.
- Valid PA driver's license.

- Must complete the 80-hour Sexual Assault Counselor Training and 5-hour practicum within 3 months of assuming the position, if not already completed.

Desirable Professional Qualities:

- Transparent and high-integrity leadership style.
- Strong skills in grant writing and grant management.
- Experience working with a Board of Directors or in nonprofit management.
- High-level strategic thinking and ability to translate strategy into operational plans.
- Excellent written and oral communication skills; strong public speaking ability.
- Strong financial management, including budget development and analysis.
- Ability to manage day-to-day operations in a fast-paced environment.
- Ability to respond to client crises and step into direct service delivery as needed.
- Active fundraising experience and strong donor relations skills.
- Proven success in building relationships with funders, partner agencies, and community stakeholders.
- Solid organizational abilities, including planning, delegation, and program development.
- Commitment to trauma-informed and culturally responsive service delivery.
- Strong work ethic with a high degree of energy and adaptability.

Work Environment:

- Office setting with frequent community meetings and events.
- Flexible schedule required, including evenings, weekends, and holidays when needed.
- May require field work and direct service provision.

Ethical Expectations:

- Adhere to agency policies, ethical codes, and PCADV, PCAR, and PCCD standards, including confidentiality, conflict of interest, boundaries, and trauma-informed principles.
- Uphold and promote the values and mission of Your Safe Haven, Inc.

Staff Signature

Date

Personnel Committee Representative

Date

Your Safe Haven, Inc. is an Equal Opportunity Employer committed to diversity and inclusion.

Board Approved: 8 July 2025