



# **BETWEEN FRIENDS**

## **Opportunity Profile**

### **Executive Director**

Between Friends  
P.O. Box 608548  
Chicago, IL, 60660

**Prepared By:**



# About Between Friends

Founded in 1986, Between Friends (BF) is a nonprofit agency dedicated to breaking the cycle of domestic violence and building a community free of abuse. Through our 24-hour crisis phone line, counseling, and legal assistance, we provide a safe and supportive environment for individuals and families in crisis, while educating communities as part of the movement to end domestic violence.

Between Friends is a Chicago-based organization that raises a \$1.5M budget and is looking to grow to a \$1.9M budget. Between Friends is dedicated to providing the highest quality trauma-informed services to survivors of domestic violence and their families, while recognizing and responding to vicarious trauma that can occur within staff providing such services. Between Friends is embarking on a multi-year curriculum evaluation project in an effort to mark the teen dating violence prevention program as one that is evidence-based and used nationwide.

Between Friends recognizes that sexism is a root cause of domestic violence, and as such, women are disproportionately the targets of this form of oppression. We also acknowledge that domestic violence is intrinsically linked to all systemic forms of violence, including heterosexism, cissexism, classism, racism, ageism, ableism, and sizeism. Domestic violence affects everyone and our programs support all persons, regardless of race, color, religion, sex, age, sexual orientation, gender identity or gender expression, marital status, national origin, language capacity, or ability.

In the past fiscal year, we have: helped 2,250 callers to our crisis line; supported 735 survivors through court advocacy assistance; provided counseling to 200 adults and 75 children; assisted 70 clients through the economic empowerment program; decreased isolation at safe, fun social events for 210 survivors via our A Night Out program; taught 3,300 students and 350 adults about healthy relationships and teen dating violence through the largest, most comprehensive teen dating violence prevention program in Illinois, R.E.A.C.H.; educated more than 2,300 professionals and community members to better understand and respond to domestic violence; and engaged music fans about consent at 14 venues and 10 festivals through OurMusicMyBody, a collaboration with Resilience.

For more information about BF's history, programs, and values, please visit our website (<http://www.betweenfriendschicago.org/>).

# About the Position

The Executive Director of Between Friends will lead and oversee all affairs related to the organization, and is responsible for directing and overseeing the operations of the agency, including fundraising, fiscal management, program management, public relations, and implementing the Boards' directives. The successful candidate must be a skilled leader, and comfortable working in a highly collaborative environment where self-care is emphasized. The Executive Director reports to the Board of Directors, and enables the Board to meet its governance, financial, and legal responsibilities. The Executive Director must be deeply committed to the goals of the organization and willing to act as an advocate around a broad range of domestic violence issues.

## Essential Responsibilities and Functions

### *Governance and Strategic Planning*

- Provide leadership to the Board so that it can develop and maintain a strategic planning process with long-range and short-range objectives. Work with senior staff and the Board to translate the vision and strategic plan into achievable steps. Actively promote Between Friends' mission, vision, and values statements and ensure staff incorporate these beliefs and values into their daily work ethic;
- Oversee the implementation of adopted plans, policies, and programs;
- Serve as an articulate, passionate, and visible spokesperson and as a prominent leader throughout the organization, among stakeholders, and in the community;
- With the Board President, ensure that the Board is effectively organized and that a system of board recruitment, development, and assessment is established. Ensure talent commensurate with organizational need is identified, groomed, and made ready for leadership and succession opportunities;
- Make informed recommendations to the Board regarding all issues relating to the best interest of the organization;
- Keep the Board abreast of timely issues and current events in DV;
- Ensure that board members are prepared to advocate for the organization with one, unified voice;
- Ensure appropriate communication between staff and board, so board members can meet their expectations as effectively as possible;
- Work with all Board committees and ensure liaison attendance by staff persons at committee meetings where appropriate;
- Implement the directives of the Board as communicated by the President and any other persons authorized by the Board; and
- Ensure stewardship of official documents and records.

## *Development and Communications*

- Lead the team that develops and implements a comprehensive development strategy to include major gifts, special campaigns, special events, individual giving, sponsorship, and corporate, foundation, and government grants. Lead the team that produces written annual work plans; and
- Track progress towards quantifiable goals and make mid-course adjustments as necessary.

## *Special Events*

- Develop innovative ways to expand net proceeds from events and direct staff on implementation; and
- Work closely with development staff and volunteer committees to plan and execute a successful annual fundraising event, attending, and speaking at the event itself.

## *Individuals*

- Participate in developing an annual and multi-year plan for increasing gifts from individuals through multiple strategies;
- Manage an assigned portfolio of relationships with major donors and major donor prospects through meetings, post-meeting follow-up, stewardship of interests, solicitation of donors, and writing letters, reports, and proposals to major donors;
- Create a working relationship with all board members to actively engage them in fundraising. Develop and execute a plan for stewarding and soliciting the Board as donors; and
- Participate in site visits.

## *Institutional Giving*

- Oversee the overall strategy and ensure compliance of grant restriction, legal and budgetary expectations, and timely reporting;
- Manage an assigned portfolio of relationships with institutional funders through meetings, post-meeting follow-up, stewardship of interests, site visits, cultivation, writing emails, reports, and content of proposals (when requested); and
- Approve the content of all grants submitted by the agency.

## *Communications and Public Relations*

- Elevate the visibility of the organization by exerting leadership in local and national DV and violence prevention efforts;
- Work with Marketing and Communications Committee and Individual Giving and Communications Manager to develop key messages and strategies for strengthening BF's institutional identity and that are responsive to political and cultural challenges to survivors;
- Ensure that the organization is at the forefront of advocating for our constituency/clients; and
- Serve as the final authority in approving donor materials, marketing pieces, and publications.

## *Program Oversight*

- Ensure the fulfillment of the mission, goals, and objectives of BF;
- Oversee the delivery of high-quality, evidence-based/informed programs that meet the current needs of those affected by domestic violence;
- Stay abreast of the current trends in the field of DV and violence prevention and work to anticipate future trends;
- Ensure the regular evaluation of programs and the effective incorporation of results to inform future program delivery; and
- Lead BF in the development, or expansion of, services to continually meet the current needs of people affected by domestic violence.

## *Finance, HR, and Operations*

- Assume overall responsibility for all aspects of financial management, including assuring adequate funding for current operating needs and long-term goals;
- Work with the Director of Finance and Administration, Board Treasurer, and Finance Committee to provide leadership and transparency with respect to the budget process, reporting of financial position and maintenance of financial controls and ensure timely and accurate reporting of key financial indicators and trends;
- Provide the Board with timely reviews of the financial status of the various programs and activities;
- Ensure and supervise the maintenance of adequate books and records and excellent financial controls;

## *Finance, HR, and Operations (continued)*

- Develop appropriate budgets and ensure performance consistent with those budgets;
- Communicate the financial position and status of the agency to the Board and to others where appropriate;
- Determine the agency's financial needs and suggest and develop appropriate funding mechanisms; and
- Ensure the proper use, management, security and upkeep of the facility, including technological resources to maintain a high-quality, effectively run environment.

## *Human Resources*

- Ensure Human Resources policies are developed, updated, periodically reviewed, and followed as appropriate;
- Ensure legal requirements are followed and that HR policies reflect BF's unique organizational culture and trauma-informed practice;
- Periodically review salary ranges for all positions and make recommendations to the Board for appropriate changes that are financially sustainable;
- Hire, train, mentor, and supervise assigned staff; including recruitment and selection; coaching; disciplinary and other personnel actions in accord with personnel procedures;
- Ensure annual performance reviews for all staff (including self). Provide professional development opportunities and guidance to staff to strengthen their skill sets and job satisfaction; develop staff, ensuring that talent is identified, developed, and groomed for leadership and succession opportunities;
- Work with managers and directors to enhance, steward, recognize, and evaluate volunteers; and
- Plan and facilitate staff meetings and retreats.

## **Qualifications**

Essential qualifications include:

- Minimum of 5 years proven management experience in a leadership position in domestic violence or related field;
- Proven fundraising, financial development and management skills, with a track record of securing diverse funding sources;
- Positive, collaborative leadership style/approach; ability to set the pace for the organization based on a culture of being innovative, trauma-informed, and vicarious trauma-informed;

## Qualifications (continued)

- Change management experience;
- Excellent verbal and written communication skills;
- Visionary thinker and big-picture approach;
- Exceptional planning skills; ability to successfully manage both internal and external relationships;
- PC literate with experience in word processing, spreadsheets, and database management;
- Bachelor degree required, Master degree in Social or Behavioral Sciences preferred; and
- Demonstrated pursuit of continuing education in the field of non-profit management.

## Compensation

This is a full-time, salaried position with benefits. Compensation negotiable based on experience and commensurate with organizational salary structure.

## How to Apply

Between Friends has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to [executivesearch@mortengroup.com](mailto:executivesearch@mortengroup.com) with the subject line "BF – Executive Director Search." Cover letters will be evaluated as a writing sample and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position.

Between Friends is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. For best consideration, applicants should apply by **Friday, June 21, 2019**. Applicants from historically underrepresented and/or marginalized communities, including people of color, are strongly encouraged to apply.