



Executive Director Job Posting

Title:	Executive Director
Organization:	DOVE Center
Reports to:	Board of Directors
Location:	St. George, Utah
Salary:	\$90,000-\$105,000 DOE

ORGANIZATION OVERVIEW AND LOCATION

DOVE Center, established in 1993, is a well-run and highly respected agency in Washington County, Utah that provides safe shelter, crisis intervention, and prevention for clients who have been victimized by violence in their home. DOVE Center also serves victims of rape, sexual assault, sex trafficking, and stalking and is the only victim services agency in the area available 24 hours a day to answer questions and concerns about domestic violence and sexual assault. This position offers the opportunity to live and work in St. George, a place of unparalleled red-rock natural beauty with a desert climate and over 300 days of sunshine annually. St. George, located in Washington County, is a thriving community, has its own regional airport, and is one of the fastest growing counties in the country with a population of 172,000.

POSITION

DOVE Center is looking for an empathetic, innovative, and forward-thinking Executive Director to lead a talented Staff and engaged Board of Directors. This results-oriented executive will bring transparency and collaborative leadership to all areas of the organization and provide oversight of strategy, programmatic and clinical services, fundraising, talent development, and financial performance. This executive applies a trauma-informed lens to their work and cares deeply about being an advocate for often marginalized groups. This person will share the central DOVE value of “start by believing” and will lead from this perspective in all aspects of the organization. They will be passionate about mentoring and supporting teams, as well as refining structures and systems to support the organization’s operating results and impact. This individual will be a strong communicator both one-on-one and with large groups and will be able to sustain and grow relationships within the organization and across the community, including with government officials, donors, nonprofit organizations, and community leaders. They will be the face of the organization and, along with the Board of Directors, will be responsible for ensuring the long-term growth and sustainability of DOVE Center. The person in this position has a wonderful opportunity to manage a stable and well-established organization and oversee the annual operating budget of almost \$2 million.

RESPONSIBILITIES

Strategy and Visioning

- Provide thoughtful, innovative, and visionary executive leadership that is inclusive, transparent, and empowering.
- Lead long-range strategic planning in partnership with the Board of Directors and other stakeholders and oversee implementation of visioning while ensuring necessary funds, staff, infrastructure, and resources are available to realize goals.

- Ensure effective systems to track progress and measure successes that can be effectively communicated to the Board, funders, and other constituents.

Internal Leadership and Mission Delivery

- Inspire, motivate, and lead a team of committed direct service and administrative professionals.
- Advance an inclusive culture that is collaborative, transparent, respectful, and affirming of all backgrounds and identities; be an accessible leader to all staff.
- Continually foster a culture that encourages collaboration within and between departments.
- Maintain a professional climate that supports staff in setting and achieving goals while attracting and retaining top-quality personnel.
- Directly manage members of the senior leadership team.
- Remain informed regarding legislative issues and become involved with public policy initiatives as needed.
- Continue to use data to inform decision-making and strategy.

Fundraising and Communications

- Work with the development team to fully understand all existing and potential funding streams.
- Expand fundraising activities to support sustainability and meet the challenges and opportunities resulting from rapid population growth.
- Maintain a portfolio of major donors for cultivation, engagement, and moves management.
- Serve as lead spokesperson while also cultivating other spokespeople amongst Staff and Board.

Financial Management

- Work in partnership with the Board and Accounting Manager to manage the budget and daily financial operations to ensure maximum utilization of resources and financial positioning for the organization.
- Ensure compliance with government funding requirements.
- In partnership with Board and Staff, ensure effective budget development and management.

Board Relations

- Collaborate with and support the Board in fulfilling its governance and fiduciary duties.
- Partner with the Board to implement the strategic plan and identify areas of growth.
- Work in partnership with the Board to identify, solicit, and acquire new sources of funding.
- Report regularly and transparently to the Board on all operational, financial, and clinical progress and challenges.
- Support effective Board recruitment, retention, evaluation, and training.

WHO ARE YOU?

- **You are passionate.** You care deeply about the importance of trauma-informed services, your role, and our impact. That passion energizes you.
- **You lead with empathy.** You are kind and compassionate and also decisive when you need to make the hard decisions.
- **You invest in people.** You don't lead with ego; you recognize you are part of a whole. You learn from others, coach those around you, and advocate for the people you work with.
- **You are skilled in conflict resolution.** You know how to address difficult situations with grace and develop resolutions that everyone can support, even if they don't agree.
- **You are an ambassador.** You are a skilled communicator and storyteller with high emotional intelligence and maturity who loves public speaking, connecting with others, and building relationships.
- **You have deep knowledge of the nonprofit sector.** You are an experienced, innovative professional with proven ability to successfully manage and lead a social service organization.

DESIRED QUALIFICATIONS

- High sense of responsibility and commitment to DOVE Center's mission.
- Five+ years of successful leadership and management experience in a social services nonprofit with the proven ability to effectively manage and lead a growing organization.
- Ability and passion to fundraise.
- Experience building and managing budgets and making sound financial decisions.
- Commitment to diversity, equity, and inclusion, and experience engaging with people from diverse backgrounds including often marginalized communities.

COMPENSATION & BENEFITS

The Executive Director position is full time and DOVE Center is offering a comprehensive compensation package inclusive of salary and benefits. The salary range is \$90,000-\$105,000 DOE. Other benefits include: IRA (3% match), paid PTO, holiday pay, health, dental, vision, life, and AD&D insurance. Relocation assistance is available.

TO APPLY

Pathway Associates has been retained to lead this recruitment effort on behalf of DOVE Center. Inquiries, nominations, or applications (**including a cover letter and resume**) should be directed electronically and in confidence to debbie@pathwayassoc.com with "DOVE ED" in the subject line. We are pleased to answer any questions or supply further information as needed. All inquiries or referrals will be held in strict confidence.

DOVE Center provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities, or any other basis protected by state or federal law.