



abused Deaf women's advocacy services

EXECUTIVE DIRECTOR

Full Time, Exempt Position

The Organization

ADWAS is a nationally recognized non-profit agency located in Seattle, Washington, with outreach and services across the United States. The organization was founded in 1986 by Marilyn J. Smith, a community visionary and Deaf advocate, and has become a national leader in empowering Deaf and DeafBlind survivors of domestic/sexual violence. Started in just a basement office, ADWAS' facilities now incorporate A Place of Our Own, LLC (supportive housing program,) an emergency shelter and administrative and direct services offices.

ADWAS is a model for linguistically and culturally appropriate services and has strived to assist organizations across the nation in replicating them. These services include advocacy, counseling, education and outreach, as well as the Family Support, children's advocacy and housing programs. Our programs provide comprehensive services to all ages and genders in Pierce, Snohomish and King Counties of Washington State and nationally through the National Deaf Domestic Violence Hotline.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.

The Opportunity

The Abused Deaf Women's Advocacy Services (ADWAS) seeks a passionate and accomplished Executive Director to further the organization's mission: to empower survivors to transform their lives, while striving to change the beliefs and behaviors that foster and perpetuate violence. The Executive Director of ADWAS will need to be a visionary with the ability to drive progress in periods of change. This Executive Director is also able to establish and maintain a strong organizational bond.

ADWAS will benefit from a service-minded team builder with a commitment to creating an environment of teamwork, innovation, and growth, and who is able to connect to staff, hold them accountable, and empower them to succeed at their jobs. The ideal candidate will be a progressive, dynamic, solutions-oriented, thinker who can take a creative, opportunistic

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approach to improving processes and gaining funding while remaining flexible in order to foster continued growth and change.

The Executive Director must be exceptionally receptive to feedback, an excellent communicator, and an advocate for the individuals and families that the agency serves. This person exhibits compassion and empathy, not only for the survivors and their healing journeys, but also for the internal staff supporting and serving those survivors.

The Position

Reporting to the ADWAS Board of Directors, the Executive Director will continue to build a thriving, and resilient organization in collaboration with the Board of Directors and staff. In collaboration with the board and staff, the Executive Director will utilize the organization's expertise to advance the lives of survivors of domestic/sexual violence that ADWAS serves.

Desired Skills, Experience, and Characteristics

The Executive Director will have a strong commitment to advancing gender, racial, and economic justice for victims and survivors of domestic violence/sexual violence. The ideal candidate will be a transparent and adaptive leader with a commitment to lifelong learning and a drive to mentor, coach, and support diverse leadership. This candidate will utilize emotional intelligence to engage in honest self-reflection and be receptive to constructive feedback while demonstrating the humility to share power and make collective decisions. It is desired that this person will also possess:

- Experience in strategic planning and ability to see “the bigger picture” when making decisions;
- Demonstrated success in managing a multi-dimensional staff of more than 10 individuals while being aware of issues of vicarious trauma. Experience managing a staff of diverse backgrounds and personalities as well as ability to work with diverse clientele;
- Ability to build and sustain relationships and collaborate with individuals, organizations, and government entities;
- Articulate and skilled at public-speaking;
- Able to manage competing demands while leading in a way which embodies respect, support, and collaboration;
- Able to demonstrate knowledge of domestic violence, stalking, sexual assault, child abuse, elder abuse, housing issues, BIPOC issues, and systemic racism.

Leadership

- Inspire, mentor and motivate a team connected by a deep passion for human rights and social justice; Foster and grow a vibrant, diverse workforce dedicated to social justice;
- Promote a culture grounded in transparency and accountability and healing justice practices that nourish and strengthen staff;
- Collaborate with the Board of Directors in developing and maintaining a strategic plan in accordance with the organization's Mission and Vision; eliciting their best ideas and efforts in support of ADWAS programs and fundraising activities;
- Use a proactive approach to emergency management by having protocols in place for various types of emergencies;

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- Build and maintain strong relationships and communication with the Board to ensure transparency and effective collaboration. Identify, assess and inform the Board of internal and external issues that affect the organization;
- Inspire trust and confidence in ADWAS, its services and leadership by representing the organizational vision of a healthy community free of violence and oppression;
- Establish and maintain positive relationships with a wide variety of constituents: Board, Staff, Funders and Donors, Deaf/DeafBlind Community, survivors and the community at large;
- Leverage networks to assist with developing a national Board of Directors.

Cultural and Linguistic Competence

- Demonstrate cultural and linguistic competencies. Must be fluent in ASL and English; Extensive knowledge of Deaf Culture, DeafBlind Culture, American Sign Language and various other forms communication modes used within Deaf and DeafBlind Communities; late-Deafened people, etc.
- Training in Anti-Racism work and the ability to unpack and recognize own privilege.
- Ability to ensure that the full diversity of the community is represented and integrated into ADWAS programs and services;
- Interact effectively with individuals of diverse backgrounds and marginalized communities.

Fundraising and Fiscal Stewardship

- Develop and execute a comprehensive and innovative fundraising and grants program that aligns with the ADWAS mission and utilizes diversified funding streams;
- Lead and actively engage in diverse fundraising efforts on behalf of the agency and assist the Board of Directors with major fundraising events;
- In partnership with Board and staff, develop and maintain relationships with key stakeholders including individuals and institutions to expand the supporter base;
- Oversee the research, development, preparation, and submittal of grant proposals;
- Use external presence to develop relationships that garner new opportunities.

Communications & Outreach

- Represent ADWAS with an authentic and progressive presence in the media; in the activist and philanthropic communities; and to a broad range of stakeholders including grantee partners, donors, and survivors;
- Increase visibility and provide leadership within the network of DV/SA agencies (especially those serving Deaf/DeafBlind survivors) and in the general field of DV/SA advocacy;
- Serve as a trusted advisor to governments, private foundations, movements, and grassroots organizations;
- Possess connections to, and a passion for working with, grassroots communities and other marginalized communities.

Advocacy

- Advocate for victims and survivors within the community using a frame of Trauma Informed Care;
- Advocate for public policy that promotes victim safety and autonomy, Social Justice, and abuser/community accountability.

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Operations and Financial Management

- Develop annual budget with Finance Director and Board of Directors; ensure that the organization operates within budget guidelines;
- Authorize monthly billings and monitor bookkeeping;
- Administer annual program planning;
- Monitor internal controls and submit changes/updates for the approval of the Board and prepare procedures to implement said changes/updates;
- Manage the supportive housing LLC using best practices in compliance with funder and governmental requirements;
- Oversee all contracts and obligations to ensure they compliance;
- Oversee the efficient and effective day-to-day operations of the organization, maintaining records and documents and ensuring compliance with federal, state, and local requirements;

Human Resources Planning and Management

- Refine and implement staff policies and procedures (with Board approval) that reflect ADWAS' values;
- Determine staffing requirements for organizational management and program delivery and ensure that a qualified and diverse staff is recruited and maintained for all positions;
- Prioritize mentoring for the next generation of leaders and coaching of the management and senior teams; Provide support to build strong teams, while promoting the development of a leadership pipeline for diverse staff;
- Ensure all staff receive proper organization orientation and appropriate professional development training is provided on an ongoing basis;
- Empower staff and co-create a culture of trust and camaraderie, recognizing individual contributions leveraged to maximize performance;
- Build a strong leadership team that works to inspire and empower staff;
- Oversee compliance with human resource policies, procedures and practices including maintaining and periodically reviewing job descriptions for all staff;
- Establish a positive, healthy and safe work environment in accordance with OSHA and labor law regulations, but also being sensitive to equity and inclusion aspects as well;
- Maintain a performance management process for all senior management staff which includes ongoing monitoring of their performance and an annual performance review;
- Hold staff accountable for performance challenges using appropriate techniques; terminate staff when necessary using appropriate procedures.

Professional Requirements

- Demonstrated experience in cultural and linguistic competencies, including fluency in ASL and English;
- Passionate commitment to the ADWAS Mission, Vision and Core Values;
- Demonstrated knowledge of, or experience in, managing a multi-million dollar budget with understanding of non-profit, legal and tax requirements;
- Proven experience in grant writing, grant management and fundraising;
- Strength of character and confidence in leadership;
- Exceptional communication and interpersonal skills with ability to generate trust and respect across the organization and in the community;
- Experience leading and growing diverse teams;
- Strong record of strategic thinking.

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Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical candidate will possess a Master's degree from an accredited university with a major in Social Sciences, Business Administration, Public Administration, Marketing, or a closely related field, and at least six (6) years of professional experience in strategic business development and/or marketing, with at least two (2) year of experience supervising staff. Candidates with advanced degrees in social services fields such as Social Work, Mental Health Counseling, Rehabilitation Counseling, and the like may also be considered.

Essential Functions:

- Must be able to constantly remain in a stationary position.
- Must be constantly able to use written English to produce and edit a large variety of documents
- Must be able to move inside the office and in the community frequently
- Must be able to constantly operate a computer and have skills working with technology.
- Must be able frequently communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks
- Must be able to rarely work outdoors in cold or high temperatures.
- Must be able to rarely move and transport up to 20 pounds.
- Must be able to constantly work independently without direct supervision.
- Must be able to sometimes supervise staff.
- Must be able to frequently analyze and interpret data.

Ideal Start Date

As soon as possible, but, preferably, no later than December 31, 2020.

Salary

Salary is commensurate with experience and within the framework of the organization's annual operating budget.

Application Process

Please include ADWAS application, three letters of recommendation, resume and cover letter describing how your qualifications and experience match ADWAS' needs. All submissions are confidential until the finalist round. Interested candidates should submit materials via email to: ADWASsearch@gmail.com.

ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply.

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading,

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demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

This job description in no way implies restriction of management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the organization.