

Position Title: Executive Director

Reports to: Board of Directors

Employment Status: Full-time

FLSA Status: Non-exempt

The Maryland Network Against Domestic Violence (MNADV), as our State's highly dynamic and influential Statewide DV Advocacy Coalition, is committed to ending domestic violence and improving the lives of Marylanders.

The MNADV is seeking an experienced, effective and committed individual to serve as Executive Director.

The MNADV Executive Director oversees the administration and management of the organization's activities, including: education and awareness initiatives; training and technical assistance projects; legislative and public policy advocacy efforts; collaboration and coordination between direct service providers, governmental agencies, various coalitions and others; administration, personnel and financial management; and, financial, grant support and donor base development. The Executive Director works with the MNADV Board of Directors and is a liaison to communicate between the staff and Board. The Executive Director speaks for the MNADV to the public and media, and can effectively communicate the MNADV's positions and vision. Through all of the MNADV's work, the Executive Director is broadly responsible for ensuring that the mission and goals of the MNADV are advanced: enhancing victim safety and abuser accountability, strengthening constituent program providers' capacity and effectiveness, and improving the coordinated community response to end domestic violence.

Qualifications:

- Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women. An ideal candidate would have at least 10 years of experience working in domestic violence or a related field.
- Working knowledge of coalitions and advocacy, strongly preferred.
- Must be dynamic, innovative, and able to be the face of the MNADV to the public.
- Human Resources and staff management experience required.
- Grant and fiscal management experience required.
- Must be able to travel to meetings, trainings, and events in Maryland.
- Must have reliable transportation and valid drivers' license.
- Minimum of a bachelor's degree required or commensurate professional experience; Master's degree preferred.

Benefits:

- Salary is commensurate with experience.
- Position is on-site, 40 hours per week.
- MNADV-paid health care available for the employee.
- Employee-paid vision and dental insurance available.
- 11 paid holidays.
- 20 days of paid leave is accrued (sick and vacation).

- Reimbursement for national and statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

How to Apply:

Position will remain **open until filled**. Applicants must **submit a letter of interest and resume** to Inga James, ijames@heartlyhouse.org. Only applicants who have been selected for an interview will be notified. Please no calls.

Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.