



Working
Against
Violence for
Everyone

JOB DESCRIPTION

Executive Director

EMPLOYMENT STATUS: Full time-Exempt

SALARY: \$53-\$65,000/yr DOE

SHIFT: Monday-Friday, occasional nights and weekends

REPORTS TO: Board of Directors

POSITION CLOSING DATE: Open until filled

LOCATION: Petersburg, AK

Working Against Violence for Everyone (WAVE) is seeking an experienced and passionate Executive Director to lead our organization. WAVE exists to support and provide advocacy for victims of domestic violence and sexual assault, and promote relationships without abuse in the greater Petersburg area.

The Executive Director works closely with the Board of Directors, staff and community partners to oversee all aspects of organization management: program development and implementation, fundraising, fiscal, personnel and volunteer management, and community outreach. The ideal candidate will have a strong passion for working to end domestic violence and sexual assault, and will be creative in leveraging resources to achieve that goal.

As a small independent nonprofit, we are continually looking at ways to grow, partner with, and better serve our community. WAVE delivers prevention programs, provides participants with information and access to resources, and uses a trauma-informed approach to advocacy as we empower individuals to make independent decisions. We partner with local and regional entities to maximize outcomes. WAVE believes that to be effective we must candidly address the systemic roots of violence and oppression that exist in our society today.

The community of Petersburg with an average rainfall of 110 inches per year, is located on the north end of Mitkof Island, one of several islands in the Alexander Archipelago of Southeast Alaska. Petersburg is home to approximately 3,200 year-round residents and is a major fishing port. Our local schools have been nationally recognized with awards for high excellence. Mitkof Island is great for the outdoor enthusiast. The Tongass National Forest, a temperate rainforest which surrounds Petersburg, has ample recreational opportunities such as fishing, hiking, and kayaking/canoeing.

RESPONSIBILITIES

- Collaborate with the Board of Directors to develop and implement strategic plans, policies, programs and initiatives to achieve WAVE's mission and goals
- Identify, recruit, train and develop a talented team of employees who can manage strategic organizational goals
- Oversee all fundraising efforts, including grant writing, donor solicitation, and special events
- Develop the organizational culture to promote care, transparency and collaboration
- Foster and maintain collaborative relationships with community partners, government agencies, and other stakeholders
- Ensure compliance with all legal and regulatory requirements, including financial management, reporting, and governance
- Represent WAVE at events in ways that strengthen and communicate our message
- Provide direct service advocacy coverage (roughly 30% of time)
- Light cleaning duties
- Travel to off-site locations with event materials as needed
- Comply with WAVE Personnel and Administrative Policies
- Participate in other tasks essential to program operation and maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational and team coordination abilities
- Thorough understanding of systems of oppression as the root cause of gender-based violence
- Ability to provide services with a trauma informed approach
- Ability to remain calm and objective and to perform under stressful conditions
- Interpersonal skills and the ability to understand and communicate with people of diverse ethnicity, socio-economic circumstance, religion, culture, and sexual orientation
- Computer skills including database entry
- **Must maintain confidentiality**
- Must support WAVE's Philosophy:
WAVE believes that violence is an unacceptable way to deal with problems and that everyone has the right to be free from violence in their homes. Our goal is to provide a place where anyone, regardless of sex, age, race, or sexual orientation, can go to be safe and explore their options.

MINIMUM QUALIFICATIONS:

- Pass a fingerprint FBI background check
- Ability to work independently, adaptable to change and self-directed
- High school diploma/GED

- College level study or experience in social work, women's studies, education or related field is desirable
- CPR/First Aid certification or obtain within 3 months of hire
- Must complete 40 hours of training in domestic violence or sexual assault, crisis intervention, victim support, treatment and related areas training within 3 months of hire

BENEFITS:

We recognize this work comes with exposure to trauma and are focused on the well being and longevity of our staff. WAVE strives to foster a culture of self-care and growth and provide on-going training education. We offer flexible paid time off (13 paid holidays; weekly paid self-care time), and provide retirement (up to 4% match after one year of employment).

To Apply:

Please submit a resume, cover letter, and three professional references to careers@petersburgwave.org

We're an equal opportunity employer. All applicants will be considered for employment without attention to race/ethnicity, language, sex, gender, age, sexual orientation, gender identity, (dis)ability, social class, economic status, education, marital status, religious affiliation, residency, or HIV status.