



## Job Description

*WTLC is an equal opportunity employer*

<b>Job Title</b>	Chief Executive Officer
<b>Reports To</b>	Board of Directors
<b>FLSA</b>	Full-Time; Exempt

### ABOUT WTLC

Women's Transitional Living Center (WTLC) was founded in 1976, making WTLC the oldest domestic violence service provider in Orange County and third oldest in the nation. With a vision of ending the cycle of violence, our mission is to help individuals and families escape the depths of domestic violence and exploitation. To do so, WTLC provides the tools and resources to build self-esteem and empower people for independent living.

WTLC is committed to serving all survivors of domestic violence and human trafficking, including women, men, and families. We accept populations that would normally struggle to find help including re-entry survivors coming out of the prison system, survivors with alcohol and drug addiction, and the underserved population.

### DUTIES AND RESPONSIBILITIES

#### Strategic Leadership:

- Actively provide the leadership, management, and vision necessary to ensure that WTLC has the appropriate operational controls, administrative procedures, and fiscal approach necessary to provide quality services for its participants
- Partner with the Board of Directors to develop a strategic plan to include the establishment of WTLC's short and long-term strategies, goals, objectives, and priorities
- Work with program staff to develop strategic program objectives, staffing models, develop service deliver strategies, and appropriate budgets

#### Board Development:

- Serve as a staff liaison to the Board of Directors, attend all Board meetings and Board committee meetings as needed
- Ensure the Board is kept fully informed on the condition of WTLC and all important factors influencing it
- Partner with the Board regarding strategic alliances and messaging to community partners and funders
- Work closely with the Board to identify strategies to increase and diversify revenue, and engage in fund development activities
- Work closely with the Board in board recruitment and development efforts

**Operational Leadership:**

- Lead, manage, organize, and motivate staff. Promote and support staff development, foster a positive work culture and environment
- Directly supervise the leadership team
- Implement policies and procedures adopted by the Board of Directors
- Ensure compliance with licensing, government, and funder regulations and requirements

**Financial Management:**

- Direct fiscal management that anticipates operating within the approved budget, follow all applicable financial policies and procedures, and ensure maximum resource utilization and maintenance of the organization in a positive financial position
- Ensure that effective accounting and financial management practices are developed as needed, and followed in accordance to WTLC policies, and comply with federal and local laws

**Community Relations and Fundraising:**

- Promote increased awareness of WTLC's mission and programs among civic leaders, local government officials, business leaders, and the public – engaging and strengthening their relationships with WTLC
- Oversee all public relations and media activities, including the development of a public relations strategy and implementation plan
- Ensure that local and national public policy issues related to WTLC operations are monitored, and take necessary action to respond to policy initiatives
- Implement the agency fundraising strategy according the goals and objectives identified in the strategic plan
- Oversee grants, contracts, and implementation of fundraising activities required to meet programmatic needs and goal timelines
- Maintain current funders and donors, and expand donor base

**QUALIFICATIONS**

- Master's degree in management, social services, or related field preferred
- Experience serving diverse communities
- Minimum ten (10) years of professional management experience in the social services sector
- 40-Hour Domestic Violence Training Certified
- Strong written and oral communications skills
- Effective networking abilities
- Has not been a recipient of WTLC services for at least three (3) years
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Successful completion of a pre-employment background check

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Alternate work schedule (4/10) or regular (5/8) schedule, required to be flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

To be considered for this position, please email a cover letter, resume, and salary requirement to [careers@WTLC.org](mailto:careers@WTLC.org) with "WTLC CEO Position" in the subject line. No phone calls please.

For more information on WTLC, please visit our website at [www.WTLC.org](http://www.WTLC.org).