



Executive Director Position Profile

The Opportunity

The Center for Hope & Healing (CHH) an agency of Rape Crisis Service of Greater Lowell, Inc. (RCSGL) is seeking an Executive Director to lead its Mission and expand outreach, education and client services throughout the Greater Lowell communities. The Executive Director is the Chief Executive Officer of CHH, a non-profit agency dedicated to eradicating sexual violence. Reporting directly to the President of the Board of Directors, the Executive Director will lead and manage the operation and serve as the primary spokesperson for the organization.

The Mission

The Center for Hope & Healing (CHH) is dedicated to the healing and empowerment of survivors of rape and sexual assault through counseling, advocacy, and education. CHH is committed to creating an environment that is not racist, sexist, classist or homophobic, and where sexual violence and other forms of oppression are eradicated. CHH is committed to creating a community where individuals and society can break the silence that surrounds the issue of sexual assault.

Duties and Responsibilities

The Executive Director is responsible to the Board of Directors for planning, organizing, directing, implementing, and evaluating the activities and programs of CHH in accordance with Board policies and procedures.

Promote the organization and oversee the development and implementation of marketing plans, public relations, advertising and special events to raise community awareness and support. Develop effective relationships with the media, handling calls and developing press releases. Serve as the primary spokesperson for the agency as a recognized leader for its mission.

Support the Board in ways that strengthen its capacity to govern and raise funds. Work with the Board President on Board recruitment, engagement, strategic planning and policies that ensure results consistent with the mission of the organization. Coordinate and attend all Board meetings and certain committee meetings as needed.

Ability to work with the Board and staff to create a clear and strategic vision for the organization and devise and implement a road map to get there.

Lead the financial and operational management of the agency. Create the annual budget in collaboration with the Board Treasurer and Finance Committee. Manage the agency's budget accounts and all fiscal reporting to the Board of Directors, the Commonwealth and other funding sources. Ensure proper fiscal reporting, accounting and controls in accordance with the guidelines of funding sources and sound accounting practices.

Lead and implement fundraising plans and other financial development initiatives to achieve goals set forth by the Board. Provide management and direction on seeking and soliciting new funding sources.

Promote and coordinate collaborations with other social service agencies, medical and educational institutions, community coalitions and task forces, and be the liaison with the statewide sexual assault coalition.

Develop effective relationships with Legislative and Law Enforcement officials that strengthen advocacy efforts, education, and public awareness.

Work with the departmental directors to prepare and oversee all contracts.



Ability to build teams, recruit, hire, retain, inspire staff and others to develop their own leadership capacities, and foster collaboration and individual initiative and be a role model to all staff. Establish work plans, performance goals and staff development. Lead effective team building activities and approaches. Implement best practice Human Resource policies and programs.

Complete Rape Crisis Counselor Training and ensure consistent high quality training program systems are in place for volunteers and staff. Participate in the coverage of after-hours crisis hotline.

The Preferred Requirements

- A demonstrated commitment to social change and the fight against sexual violence.
- Effective organizational management skills and experience in the non-profit sector with a track record of results.
- Program development experience.
- A strong and proven record in grant writing and fundraising, as well as a proactive and imaginative attitude when researching ways to fund the agency's activities.
- Strong marketing and PR skills and abilities.
- Solid financial management skills.
- Good public speaking and general communication skills, both verbal and written.
- Experienced with Board development and developing and sustaining effective relationships with Staff, Volunteers and Community stakeholders.
- Marked success building Networks and contacts in the sexual assault arena.
- Marked success building a supportive community network through positive relationships with other non-profit organizations, community leaders, politicians, the media, etc. Familiarity with the Greater Lowell community is desired.
- Experience, participating in public relations events including live television and radio interviews.
- Experience with and a strong desire to work with multi-ethnic, multi-cultural groups.

Minimum Requirements

- Minimum of 5 years experience in the human services and sexual assault or domestic violence field with a Bachelor's degree in Social Services or a combination of experience and education combined
- BA/BS, Masters degree and/or LICSW or equivalent preferred.
- Bilingual language skills a plus.

Compensation: Please submit salary requirements with your resume and writing sample.

Search and Selection Process

Inquires, Referrals and Resume should be directed to the Personnel Committee. Resumes will be accepted until March 2, 2012 or until a final candidate is selected. CHH is an Equal Opportunity Employer.

Contact information:

For immediate consideration please send resume, cover letter, and a writing sample with salary requirements to: CHH Search Committee, P.O.Box 3212, Andover, MA 01810 or email to chhsearchcommittee@gmail.com.

For more information about the Center for Hope and Healing (CHH) please visit:
www.centerforhopehealing.org