



TESSA JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE OFFICER (CEO)
REPORT TO: Board of Directors
TIME REQUIREMENT: 40 hours a week (Exempt)

SYNOPSIS:

The CEO provides exceptional leadership and operational direction for this not-for-profit organization in Colorado Springs, Colorado. This position oversees all day-to-day functions of the organization, including the administration, fundraising, financial management, programs, and human resources of TESSA. The CEO reports to the Board of Directors and partners with the community to provide programming to support its mission of helping women and families who are survivors of domestic violence, sexual assault, stalking and sex trafficking, as well as challenging the community to end these traumas.

Required Qualifications:

- 5+ years of non-profit management and leadership experience, *preferably* in the Domestic Violence/Sexual Assault field
- Bachelor's degree required. Preferred in any of the following disciplines: Psychology, Counseling, Social Work, Non Profit Management, Law, Business Administration or related area from an accredited college or university, Master's degree preferred
- Extensive knowledge of domestic violence and sexual assault issues and passion about addressing them
- Visionary leader who can provide direction, and inspire, internally and externally
- Strong non-profit fundraising skills, including developing relationships with foundations, corporate sponsors, government funders, and individual donors
- Proven non-profit financial management skills and experience in developing and managing a multi-million-dollar budget
- Knowledge of management principles involving strategic planning, resource allocation, and leadership styles
- Ability to work collaboratively with the criminal justice system, social services system, and other key community partners
- Sound decision-making and solving problems with the demonstrated ability to analyze information and evaluate results
- Demonstrated experience managing a matrix of government and private grants
- Excellent written, verbal, and technological communication skills
- Ability to lead, motivate, and mentor a team
- Strong public speaking skills and the ability to articulate a vision



- Outstanding interpersonal skills and the ability to build relationships and partner with individuals and groups
- Cultural competence and the ability to work with diverse groups and communities
- Knowledge of government regulations and court procedures
- Knowledge of principles and processes for effective service to our clients and partnering agencies, including needs assessment, meeting quality standards for services and evaluation of client satisfaction
- Position is subject to a satisfactory pre-offer background check

Responsibilities:

Mission and Strategy:

- Provide visionary leadership in the creation and implementation of a new strategic plan.
- Responsible for the implementation of all TESSA's programs to carry out the organization's mission.
- Maintain effective relationships with other domestic violence, community, state and national organizations.
- Represent the agency to appropriate government and non-government agencies, boards and general public.
- Responsible for the enhancement of TESSA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Participate in the development of public policy; funding and legislation supporting sexual assault and domestic violence services.
- Research and analyze community needs to determine program direction and goals.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Program Management:

- Administer and oversee the activities of the 24-hour Crisis Line, Safehouse, Youth + Children's Program, Safety + Support (Advocacy) Program, Clinical Program, Legal Services Program, Housing First Program, Outreach Program, and Administration.
- Safeguard the confidentiality and privacy of clients as the agency officer in charge of documents and records.
- Oversee the management of the agency's victim service contracts.
- Assure regulatory compliance with local, state and federal laws.
- Develop and implement programs and special projects consistent with the philosophy and objectives of TESSA, including the review and approval of agency publications, PSAs and trainings.



Personnel Management:

- Administer and ensure all employment practices are in compliance with personnel policies and equal employment practices.
- Manage and supervise all personnel either directly or indirectly or through appropriate supervisory personnel. Motivate, develop, evaluate and direct personnel and volunteers as appropriate for position. Ensure programs are up to standards and resources in accordance with approved budget.
- Oversee staffing function to include: hiring, terminating, volunteer orientation and training.
- Establish and oversee administrative procedures to meet Board objectives.

Fiscal and Development Management:

- Responsible for the fiscal integrity of TESSA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Identify and secure funding, including all necessary research, contact with resources and proposal writing.
- Responsible for the management and oversight of government and private grants

Board of Directors Interaction:

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Analyze operations and evaluate organizational performance to determine program improvement, policy change, or areas of cost savings.
- Maintain regular communication
- with Board including regular consultation with the Board President and Executive Committee to review activities and issues.