

## **Job Posting: Executive Director**

### **Henderson House – Advocacy Center for Survivors of Domestic Violence and Sexual Assault**

Location: McMinnville, OR

Salary: \$105,000 - \$120,000

Benefits: Medical, Dental, Vision Insurance; 401(k), Paid Time Off (PTO)

Start Date: 2/1/2025

## **About Henderson House**

Henderson House has been serving survivors of domestic and sexual violence since 1981. As the **only domestic violence shelter in Yamhill County**, we are a critical resource in our community, providing services to thousands of individuals and families each year.

Our mission is to provide **culturally aware outreach, education, and services for survivors of domestic and sexual violence through leadership, hope, and respect for thriving families**. We strive to create an inclusive, trauma-informed environment that fosters recovery, healing, and empowerment for survivors and their families.

## **Position Overview:**

Henderson House is seeking a **passionate, experienced, and visionary Executive Director** to lead our mission in supporting survivors of domestic violence and sexual assault. This is a unique opportunity to drive change, foster community collaboration, and ensure the continued success and growth of a vital organization.

The **Executive Director** will oversee all aspects of the organization's operations, community engagement, and financial stewardship, with a particular focus on staff development, grant writing, and resource management. This position requires a strong presence in the community and hands-on leadership.

## **Key Responsibilities:**

- **Leadership & Staff Development:** Guide and mentor a dedicated team of staff and volunteers, ensuring a positive, inclusive, and trauma-informed work environment. Facilitate ongoing professional development and provide strategic direction to ensure staff are equipped to meet the needs of survivors.
- **Community Engagement & Advocacy:** Serve as the face of Henderson House in the community, advocating for survivors and representing the organization at public events, conferences, and through media appearances. Foster relationships with local government, community leaders, and other organizations to strengthen our network of support for survivors.

- **Collaboration:** Build strong, sustainable partnerships with local agencies, law enforcement, healthcare providers, and advocacy groups to create a comprehensive system of care for survivors.
- **Grant Writing & Fundraising:** Lead the development and submission of grant proposals, manage and track grant funds, and ensure compliance with funder requirements. Seek new funding opportunities to sustain and grow the organization's programs.
- **Operational Management:** Oversee day-to-day operations, including financial planning, budgeting, and reporting. Ensure the sustainability and growth of the organization through strategic planning and the effective management of resources.
- **Board of Directors:** Work closely with the Board of Directors to ensure alignment between organizational goals and mission. Collaborate with the Board to establish strategic priorities, monitor organizational performance, and support fundraising and governance activities.
- **Leadership Collaboration with Development Directors:** Partner with the Development Director to shape and execute the organization's fundraising strategy. Assist in identifying and cultivating relationships with donors, partners, and stakeholders, and help drive key fundraising initiatives to ensure the organization meets its revenue goals.
- **Strategic Partnership with Deputy Director:** Work closely with the Deputy Director to provide guidance and oversight in managing day-to-day operations. Foster a collaborative working relationship to support program delivery, staff development, and organizational growth.

## Qualifications

- Proven experience in not-for-profit leadership, with a preference for experience in social services.
- Strong public speaking, interpersonal, and communication skills with the ability to engage with a diverse set of partners, including community leaders and donors.
- Experience in staff management and development, with a focus on creating an inclusive, collaborative, and supportive organizational culture.
- Expertise in grant writing, fundraising, and financial management.
- A passion for our mission and the ability to inspire others to get involved and support our work.
- Experience in working closely with a Board of Directors and building collaborative relationships with board members.

## Educational Requirements

- Master's degree with 3 years of experience, or
- Bachelor's degree with 5 years of experience, or
- 9 years of relevant experience

## Diversity & Inclusion

Henderson House is committed to creating a diverse, inclusive, and equitable environment. We encourage applications from individuals of all races, ethnicities, genders, sexual orientations, religions, abilities, and backgrounds. We believe that diversity strengthens our ability to serve the community and enhance the experiences of the survivors we support. We are an equal opportunity employer and strongly encourage candidates from historically underrepresented groups to apply.

## Why Join Henderson House?

- **Make an Impact:** Lead a committed, mission-driven organization focused on transforming the lives of survivors in our community.
- **Comprehensive Benefits:** We offer health, dental, and vision insurance; a 401(k) retirement plan; life insurance; and short-term disability insurance, providing you with peace of mind for both the present and future.
- **Competitive Salary:** The salary range for this role is \$105,000 - \$125,000 depending on experience.
- **Community Engagement:** Work in a collaborative, supportive environment where you will have the opportunity to make a direct difference in the lives of those who need it most.

## Application Instructions:

To apply, please submit a resume and cover letter detailing your qualifications and why you're passionate about leading Henderson House to [info@hendersonhouse.org](mailto:info@hendersonhouse.org). Applications will be reviewed on a rolling basis until the position is filled. We encourage applicants from diverse backgrounds and experiences to apply.

This is an excellent opportunity for a seasoned not-for-profit leader to guide a vital organization making a profound difference in the lives of survivors.