

## POSITION PROFILE

# Executive Director

Center for Domestic Peace  
San Rafael, CA





Center for Domestic Peace, founded in 1977, is a nonprofit organization, working at the county, state, and national levels to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating abuse, bullying, and/or battering. C4DP's programs that help children, teens, women, and men to live violence-free include: a bilingual English/Spanish 24-hour hotline; emergency shelter; transitional housing; support groups; therapy; services for children; legal systems advocacy; community prevention and education projects; professional continuing education trainings; corporate and systems training; leadership development programs; and resource identification.

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# THE OPPORTUNITY

Center for Domestic Peace is seeking an inspiring and purpose-driven Executive Director who is committed to ending domestic and gender-based violence. This new leader will have the opportunity to build on a legacy of successful C4DP programming and advocacy while imagining new ways to carry out their work through innovation and technology as the organization moves into its next chapter. The new Executive Director will lead a stable and highly functioning organization that mobilizes individuals and communities to transform our world so domestic violence no longer exists, creating greater safety, justice, and equality.

The Executive Director provides direction, guidance, and leadership to the organization and maintains overall strategic, operational, and fiscal responsibility for C4DP programs, staff, expansion, and execution of its purpose within the framework of the Ends and Executive Limitations Policies with support from the Deputy Executive Director. They will be eager to further extend C4DP's leading edge work beyond Marin County and generate enthusiasm in community partners, donors, and funders.





## CANDIDATE PROFILE

The new Executive Director for C4DP will be a passionate nonprofit leader, highly knowledgeable in the domestic violence issues facing our country and the historical context and intersectional nature of racial and economic justice, with demonstrated experience in advancing diversity, equity, and inclusion in organizations and throughout communities. Leading with humility, the new Executive Director will connect to the Marin and Bay Area communities, responsively and collaboratively energizing highly dedicated staff to carry out the organization's purpose.

While no one applicant will possess every quality outlined for this position, a successful candidate will bring many of the following professional competencies and personal attributes:

### PASSION FOR THE PURPOSE

Living and breathing feminism, the Executive Director will have an authentic belief in the purpose, values, and impact of C4DP in ending domestic violence. With a deep understanding of social transformation and anti-oppression work, this leader will be aligned with a feminist analysis of violence against women, domestic violence, and gender-based violence. Moving with ease among survivors and those from under-resourced communities, the Executive Director will bring a knowledge of programs and services that protect and enhance victim safety, striving for permanent change in the community landscape. Believing in anti-racism, anti-heterosexism, and anti-sexism, the Executive Director will be a person of unquestioned integrity with a strong commitment to advancing diversity, equity, and inclusion.



## **VISIONARY LEADER WITH A STRATEGIC MINDSET**

The Executive Director will be a visionary leader with the capacity to articulate a clear, long-term vision, building upon the strong foundation of C4DP's success and seizing new opportunities to deepen impact while remaining responsive to changing conditions. They will be a strategic thinker, capable of dealing with high degrees of complexity, with the ability to develop and coach high performing teams to achieve strategic goals. The Executive Director will be fearless, remain action-oriented in the face of difficulty, and have the foresight to plan ahead while being able to shift strategic objectives as needed. This flexible and adaptable leader will approach others with respect and curiosity. The Executive Director will have a data-driven approach to planning and leadership, and be able to use data to assess organizational performance, determine future directions, and leverage support for the movement's advocacy agenda.

## **OPERATIONS EXCELLENCE AND BUSINESS ACUMEN**

The Executive Director will have a demonstrated ability to administer complex and collaborative organizational management and ensure that programs run efficiently and effectively. The Executive Director will have well-honed financial skills in management of a multi-layered funded organization with oversight of fiscal operations. Past success in working collaboratively with and reporting to a Board of Directors is key. Prior knowledge of the Carver Model is helpful, appreciation of and ability to work within the policies is essential. This analytical leader will use their evaluation and research skills to support the organization's execution of emerging best practices.

## **COLLABORATIVE LEADERSHIP STYLE WITH HIGH EMOTIONAL INTELLIGENCE (EQ)**

The Executive Director will be an empathetic and inclusive leader who possesses a high degree of emotional intelligence with the ability to foster an atmosphere of collaboration and partnership across the organization. This executive will inspire a powerful sense of shared purpose in others and motivate them to engage in the opportunities and challenges ahead, promoting staff growth and development. This self-aware leader will engender trust in building strong team relationships through a collaborative management and decision-making style that extends to all levels of the organization.

## REVENUE GENERATOR AND FUNDRAISER

The Executive Director will act as a spokesperson and fundraiser, building trusted partnerships within the community. As the lead revenue driver for C4DP, the Executive Director will be creative in developing strategies to increase and diversify the organization's revenue. The Executive Director will evaluate existing and potential new revenue streams, ideally being highly knowledgeable in monitoring and identifying new funding sources through government, state, foundations, and earned revenue strategies. This leader will be experienced in financial and grant allocation management with confidence to guide C4DP's Finance Department. Prior experience with property asset management and familiarity with HUD housing policies is preferred.

## RELATIONSHIP BUILDER AND EXCELLENT COMMUNICATOR

Humble, warm, and approachable, the Executive Director will have the ability to build bridges and develop meaningful relationships with service users, donors, the Board, community members, and collaborators. An excellent listener, the Executive Director will ensure that all constituents are heard. As a leader supporting and experienced with participatory decision-making and ethical communication practices, this individual will have the emotional agility to switch between environments rapidly and create a deep sense of trust with a diverse range of constituents. It is imperative that the Executive Director be an excellent and persuasive communicator with exceptional written, oral, interpersonal, and presentation skills, and the ability to foster an inclusive atmosphere where voices at all levels are acknowledged.

## COMPENSATION & BENEFITS

Salary is competitive and commensurate with experience. The salary range for this role is \$190,000 - \$220,000 with a generous benefits package including medical, dental, and retirement.

# ADDENDUM

## C4DP EXECUTIVE DIRECTOR - PRIMARY JOB RESPONSIBILITIES

As defined and authorized in the Board's Executive Limitation Policies, the Executive Director holds responsibility and authority for decision making throughout the organization to maintain compliance and accountability for the full management of the organization as outlined in the Policies.

Within this understanding, the Executive Director operates, as appropriate, with a collaborative shared decision-making approach at the executive level with the Deputy Executive Director and the Finance Director, and throughout the organization:

### LEADERSHIP AND MANAGEMENT:

- Promote the values, vision, and guiding principles of the organization. Inspire, engage, and energize C4DP staff, volunteers, Board members, event, and other committees, partnering organizations, funders, and the broader community in support of the organization's broader vision and the overall movement.
- Be accountable for compliance with the Board's Ends and Executive Limitations Policies through the performance of all aspects of services/programs, management, and operations.
- Ensure the ongoing excellence in operations, programs, and services through the use of participant feedback and evaluation data.
- Implement initiatives that will advance the strategic directions of the organization.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio to committees.
- Produce a comprehensive, annual report for the Board of Directors documenting the accomplishments and compliance of the organization consistent with the Board's Ends and Executive Limitation Policies.
- Lead, coach, develop, and retain C4DP's high-performance senior management team. Supervise Deputy Executive Director, Finance Director, Fund Development and Community Relations Officer, Grants Specialist and Data Manager, Operations Manager, and Executive Administrator.
- Ensure that all corporate facilities operate at the highest levels of safety and professionalism. Maintain long-term asset management plans for each facility. Work collaboratively with the Operations Manager and the Property Task Force regarding on- going property management decision-making.

## FISCAL/HUMAN RESOURCES (HR) OVERSIGHT AND MANAGEMENT

- Maintain accountability for the overall performance of C4DP's fiscal and HR management system to ensure compliance with Generally Accepted Accounting Principles (GAAP), grant/union contracts, labor law, and other accountabilities related to government funding.
- Provide the Finance Committee with monthly financial statements, interpret and explain financial results including budget variances, and provide proposed annual budgets and data required for long term financial scenario planning. Report to the full Board as needed. Monitor monthly cash flow, approve monthly financials and funder billing summaries.
- Ensure that C4DP's insurance and liability coverage and health benefits are reviewed and updated annually as needed.
- Ensure that financial and HR due dates are anticipated and met for all deliverables.
- In collaboration with the Executive Team, develop the annual budget and conduct a mid-term review of spending and revenue variances.
- Ensure that the Finance Department maintains an up-to-date accounting manual which includes a clear delineation of separation of duties.
- Approve hirings, annual workplan reviews, merit increases; interpret and apply C4DP Personnel Policies to situations needing further review.
- Approve C4DP EEOC and Personnel Policies. Work with an outside labor attorney to complete a review of C4DP Personnel Policies once every three years (or as needed).





## MOVEMENT LEADERSHIP AND COMMUNITY REPRESENTATION:

- Provide thought leadership on issues related to violence-against-women, domestic violence, and gender violence organizations.
- Serve as liaison with the national, state, and regional domestic violence communities, funding sources, governmental agencies, and other organizations and agencies as needed. Facilitate positive relationships and communications and increase C4DP's visibility by attending domestic violence related meetings/conferences and/or serving on violence related councils.
- Monitor the movement to end domestic violence, violence against women's and gender-based violence policy agenda; provide support, technical assistance, and leadership as appropriate.
- Continue the development of a Bay Area regional domestic violence collaboration and provide on-going leadership in support of achieving greater impact toward ending domestic violence.
- Promote the visions and goals of the movement to end domestic violence, violence against women and gender-based violence. Translate and apply lessons learned from these and other social justice movements into the day-to-day thinking and long-term planning efforts of the organization.



## FUND DEVELOPMENT & COMMUNICATIONS:

- Ensure that there is sufficient revenue to implement ongoing programs and achieve strategic goals through a diversified mix of government contracts, foundation grants, earned revenue, and fund development.
- Expand revenue-generating and fundraising activities to support the long-term intentions of C4DP's strategic plan.
- Serve as the primary representative for all external communications. Oversee all public relationships and media communications.
- Deepen and refine all aspects of communications—from web presence to social media, and external relations with the goal of creating a stronger brand identification.
- Use external presence and relationships to garner continued support and to generate new opportunities for the organization consistent with its strategic directions. Publish and communicate local program results as a model for regional and national replication.
- In collaboration with the Fund Development and Community Relations Officer, and the Research Specialist and Grants Manager, maintain annual goal-driven fund development and foundation/grants plans.
- Seek opportunities for paid consultation and training; maintain an up-to-date strategic plan for growing the profile of our consulting services on a national level.

## PLANNING AND COMPLIANCE:

- Ensure that a strategic implementation plan with goals and objectives exists, responsive to the strategic focus and direction established by the Board.
- Ensure the organization meets all grant contractual obligations through the regular monitoring of all program data and reports.
- Develop and maintain systems to ensure and report to the Board on organizational compliance with Board Executive Limitations Policies as outlined in the Board monitoring matrix.



## CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Michelle Bonoan and Jennifer Smith of Koya Partners have been exclusively retained for this search. Express interest in this role by [filling out our Talent Profile](#) or email Michelle Bonoan and Jennifer Smith directly at [mbonoan@koyapartners.com](mailto:mbonoan@koyapartners.com) and [jsmith@koyapartners.com](mailto:jsmith@koyapartners.com). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

Center for Domestic Peace IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics) or disability (medical and physical, including HIV and AIDS).



We are committed to equal opportunity and cultural linguistic competency as a means to: 1) oppose employment discrimination and oppression, 2) ensure diversity in our organization, 3) eliminate barriers so we are able to provide service to all victims, 4) provide culturally and linguistically appropriate services and accessible facilities and materials for disabled participants, and 5) promote healthy and equal relating while opposing discrimination and all forms of discrimination/harassment of marginalized groups.

Immigrants in the United States have the right to live life free of domestic violence and abuse. Center for Domestic Peace rejects all discrimination based on race, ethnicity, religion, gender, gender identity and expression, sexual orientation, immigration status, socioeconomic status, and disability. We are committed to protecting the rights of every survivor, regardless of their immigration status. All our services are 100% voluntary and 100% confidential/anonymous. We will not ask you for your immigration status, or for a social security number. Rest assured that any information you wish to disclose to us will be kept in the utmost confidentiality.

## ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).