

**Position Profile:**  
Executive Director  
Voices of Hope  
Lincoln, Nebraska



[www.voicesofhopelincn.org](http://www.voicesofhopelincn.org)

## **Introduction**

Voices of Hope is a non-profit agency in Lincoln, Nebraska that provides confidential 24/7 crisis intervention services to victims of domestic violence, sexual assault and related forms of abuse; and promotes prevention by offering training for professionals who work with individuals who have experienced the trauma of relationship violence or sexual abuse. Services include a 24/7 crisis line, advocacy, community education, outreach, and prevention. They also provide outreach to refugees and immigrants through their domestic violence cultural advocacy programs at cultural centers.

For over 47 years, Voices of Hope has been providing services to the Lincoln community, enhancing community collaborations and partnerships, and making a difference for countless victims and survivors. Their goal is to end gender-based violence in Lincoln.

One of the founding mothers of Voices of Hope has been serving as Executive Director since the inception of the organization and is now retiring to spend time with family. As a result, **Voices of Hope is seeking the ideal candidate to lead the agency into the future.**

If you are a leader that will honor the grassroots foundation of Voices of Hope and embrace the feminist philosophy that fuels its mission, you may be interested in a once in a lifetime opportunity to serve as the Executive Director of Voices of Hope. Passion for the mission of Voices of Hope is a must.

## **Position Overview**

Voices of Hope is a highly regarded nonprofit organization that has built a reputation for putting its clients and their safety first. The dedicated and talented staff of 25 know their roles and support each other fully. Working at Voices of Hope is much more than just a job for the staff. They have built a strong feminist culture that values collective decision making and the lives of employees outside their work. They look to the Executive Director to be the advocate's advocate and support them in their work.

Voices of Hope has a wide array of stable funding sources that make up its \$1.6 million annual budget including multiple federal grants, state and local grants, and donations. Eighty-three percent of the budget is used for program services. The Executive Director

has significant involvement in raising funds and maintaining funder relationships.

Voices of Hope doesn't do this work alone. The Executive Director and staff have worked hard to build strong and collaborative relationships in the community, including with local law enforcement, hospitals, and other service providers. Voices of Hope currently has over 200 memorandums of understanding with a wide range of entities in Lincoln.

### **Primary Responsibilities:**

The Executive Director is responsible for:

- Providing overall administration to the organization within the parameters established by the Board of Directors.
- Providing leadership and management to achieve the goals of the organization.
- Ensuring a focus on victim and staff safety in all areas of the organization.
- Serving as the primary liaison between the Board of Directors and staff.
- Developing, monitoring, and maintaining all financial aspects of the organization with assistance from the Grant Accountant/Bookkeeper.
- Cultivating and maintaining donor relationships and funding sources.
- Overseeing all aspects of staff recruitment, hiring, professional development, and release including supporting an environment conducive to high employee morale and maintaining a climate which attracts and motivates a diverse staff.
- Maintaining a collaborative decision making process with staff and being an advocate for the advocates, as well as staying aware of direct service work as appropriate.
- Representing the concerns of Voices of Hope and the people it serves to other agencies, coalitions, policy makers, and the public.
- Overseeing and, in some cases, directly managing collaborative relationships with community partners.

### **Essential Qualifications:**

- Five years' progressively responsible experience that demonstrates being a transparent leader of high integrity.
- A track record of successfully managing people including empowering staff as they grow, and collaborating with and motivating volunteers (including Board members).
- Significant nonprofit management experience including planning, delegating, and task facilitation abilities as well as strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- High level strategic thinker and planner. Ability to envision and convey the organization's strategic future to the staff, Board of Directors, volunteers, community partners, and donors.

- Proven ability to develop and implement fundraising strategies and develop donor relations.
- Strong interpersonal skills including being empathetic and compassionate; able to build relationships quickly, and respect others, no matter their background.
- Proven experience in crisis intervention, public health, and trauma. Experience in the fields of domestic violence, sexual assault advocacy, stalking, and human trafficking is desirable but not requisite.
- Fluent in the language of feminism, bodily autonomy, and support for women.
- Deep commitment to diversity, equity, inclusion, and accessibility.
- Excellent verbal, written, and listening communication skills in both individual and group settings.
- Excellent time management skills and the ability to work varied hours as needed.
- Proficient in all Microsoft applications and database management.
- Able to pass a criminal background check.

### **Compensation/Benefits**

The successful applicant will be paid \$90,000 to \$110,000 depending on experience.

This is an at-will exempt full-time position. The benefits package includes 13 days paid vacation, 12 days paid sick time, and 13 paid holidays, as well as flexible scheduling. Employee-only health insurance is currently provided at a cost to employees of \$138 per month. Life insurance and an employee assistance program are also offered. Two percent of salary is paid to an individual retirement account for employees.

### **Equal Opportunity Employer**

Voices of Hope firmly supports a policy of equal employment opportunity. All policies and procedures for Voices of Hope shall be administered in a manner that prohibits discrimination against any individual or group based upon race, color, religion, sexual orientation, age, sex, national origin, physical or mental disability or marital status.

### **Application Process:**

- Resume review will begin September 20, 2022, however, applications will continue to be accepted throughout the screening period. All inquiries will be held in confidence.
- To apply, please submit a cover letter with resume to Ingrid Kirst, Search Consultant, at [voices@ingridkirst.com](mailto:voices@ingridkirst.com)
- Chosen candidates will complete a screening interview with our search consultant, and an interview with the committee. Finalists will have references checked and a second interview with a committee of Voices of Hope staff in-person.
- Target start date: December 1, 2022.
- Candidates who submit a complete application (resume and cover letter) will be updated within one month of submission.