



## **Cumbee Center to Assist Abused Persons, Inc. (CAAP) President/CEO Job Opening**

**Cumbee Center to Assist Abused Persons, Inc. (CAAP)** is a private, non-profit organization providing multi-faceted assistance programs to victims of sexual assault in Aiken, Edgefield, McCormick, Saluda, Barnwell, Allendale Counties and victims of domestic violence in Aiken, Barnwell and Allendale Counties. The agency provides comprehensive services that include: 24-hour crisis line, victim advocacy, emergency shelter, court advocacy, education/prevention programs, support groups and individual therapy for adult and child victims. For more information, please visit <http://cumbeecenter.org/>

The Executive Director is responsible for the overall management and administration of the organization, to include personnel, fundraising, communication, fiscal management, board support, community education, development of collaborative partnerships, and program design, implementation & evaluation.

CAAP is searching for a new Executive Director. The successful candidate will have a demonstrated ability to lead and manage a nonprofit organization that seeks to address the impact of domestic and sexual violence by providing quality services to those affected and to create social change through education, training, and advocacy. The successful candidate will possess the following leadership competencies:

### **Leadership Competencies**

- Demonstrated successful fund-raising expertise. It is critical for the future of CAAP that funding is secure; strengthening relationships, cultivating new sources of revenue, fund solicitation to include grant and proposal writing, and donor stewardship will all help assure this future. Grant management experience is also necessary.
- ***Strong community engagement and collaboration skills.***  
The next Executive Director must be a good listener, strategist and collaborator. He or she will be able to engage with long standing stakeholders and also build relationships with a wider group to build strong connections that are mutually beneficial to CAAP and the community. New and expanded partnerships must be developed, providing additional programs or services for those served by CAAP.
- ***Strategic thinker with expertise in personnel management.***  
The Executive Director will be an experienced and effective manager of people. He or she will be able to build an effective staff team working together toward a common vision. The Executive Director must have the ability to engage, manage, motivate and unite staff around common goals and strategies, and to drive teamwork and results across functions and work groups. He or she will be a strategic thinker, able to engage CAAP staff and board in a strategic, thoughtful process of growth.
- ***Leadership and vision.***  
The Executive Director will inspire confidence and provide leadership and vision to ensure a



promising future for CAAP. He or she will demonstrate honesty, sincerity and respect for individuals while modeling organizational values, inspiring trust in and from others. Through innovation, strategic leadership, energy and commitment, the Executive Director will take CAAP to the next level of excellence, inspiring and elevating support for the organization's mission and vision.

### **Personal Qualities**

The ideal candidate is a strong, experienced leader with a track record of success. Personal strengths must include integrity, high energy, and excellent listening and relational skills. Specific strengths being sought include:

- The ability to inspire and energize others.
- The ability to communicate clearly and persuasively in formal and extemporaneous settings, to engage people and convey passion for CAAP's mission.
- Strong relationship building skills.
- Ability to create an environment that welcomes feedback, discussion and new ideas.
- Encourages innovation and new directions within the frame of CAAP's mission.
- Ability to engage the board, staff, members and partners and stakeholders in decision making to build consensus and to make tough decisions when necessary.
- Ability to analyze and tackle problems in a fair and collaborative manner, and to put in the systems, processes and accountabilities necessary to support solutions.

### **Qualifications**

While the successful candidate should have experience working with a non-profit organization and should have an understanding of individuals who are victims of domestic violence and/or sexual assault, the successful Executive Director candidate should have the following qualifications:

- Proven business acumen, with a track record of effective management and budgeting.
- Bachelor's degree in one of the social sciences, business, public administration or related field, with ten (10) years' experience in successfully developing and managing human services/nonprofit programs, with five (5) years' experience in a leadership role.
- Master's degree in one of the social sciences, business, public administration or related field with five (5) years' experience in a leadership role within a human services/non-profit organization is preferred.
- Must be able to work a flexible schedule. CAAP is an equal opportunity employer. Interested applicants should send a cover letter, resume and salary requirements no later than April 30, 2019 electronically to: [caapexdir2019@gmail.com](mailto:caapexdir2019@gmail.com)

Search Committee