

Rape Crisis Center Executive Director

The Rape Crisis Center, based in Myrtle Beach, SC and serving both Horry and Georgetown Counties, seeks an experienced Executive Director with a penchant for organization and leadership, a proclivity for communication and budget management, and a passion for community outreach and education.

The position of Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization, as well as hiring and managing staff. Other duties include fundraising, marketing, community outreach and ensuring that all decisions are made to further the RCC's mission. The Executive Director reports directly to the Board of Directors of the Rape Crisis Center, Inc.

The Executive Director's anticipated duties are listed below. The list is intended as a guide, are not exhaustive, and may be changed at the discretion of the Board of Directors.

These duties have a twofold purpose:

- 1.) To provide victims of sexual assault with comprehensive services and resources;
- 2.) To benefit the community by increasing awareness of and preventing sexual violence through education.

Specific responsibilities include:

1. Agency Leadership:

- Recruit, hire, train, mentor, motivate, supervise and evaluate all agency staff.
- Assign special projects and delegate other responsibilities to staff and volunteers.
- Ensure staff and volunteers are trained and understand their role in Ethics, Code of Conduct, Compliance and that all are treated equally, regardless of their position in the organization.

2. Fundraising/Grant Writing

- Work with Board of Directors to assure adequate financial support for the agency.
- Write grant proposals, and report back to funding organizations.
- Contact and build relationships with major donors, including foundations, corporations, state and local governments.
- Diversify funding from government grants to other sources including revenue producing activities, individual and corporate donations, foundations and other creative sources.
- Serve as Agency's primary contact for all funders and local and state government.

3. Policy Setting

- In conjunction with Board of Directors, develop Agency policies and ensure compliance therewith.

4. Program Planning and Implementation

- Collaborate with staff, Board of Directors, volunteers, and community members to assess agency programs and services, analyze trends, project service needs, and plan for Agency's response to those needs.

5. Financial Management- Responsible for financial management of the organization including administering the budget, monitoring expenditures and assessing financial condition of the organization. Specific responsibilities include:

- In collaboration with the Board of Directors/Finance Committee prepare, monitor and revise annual budget projection
- Manage current grant funding; explore, initiate and submit proposals to potential grant funding sources
- Knowledge of and experience with Quick Books
- Supervise Finance staff. This includes oversight of all payroll and accounting functions by

scheduled and random audits performed directly, by audit committee or accounting firm.

6. Board Governance: Works with the Board in order to fulfill the agency's mission:

- Communicate effectively with the Board and provide, in a timely and accurate manner all information for the Board to function properly and make informed decisions.
- Build a strong Board of Directors through training and relationship building.
- Maintain close contact with all committees of the Board.

7. Media and Community Relations

- Enhance Rape Crisis Center's image by being active and visible in the community and working closely with other professional, civic and private organizations to encourage support of RCC's mission.
Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Rape Crisis Center's mission.
- Maintain the visibility of the Agency by partnering with diverse community groups.

8. Exemplary Values and Personal Attributes

- Possess integrity, consistently honoring commitments and taking responsibility for actions and words.
- Exhibit flexibility, adaptability and openness to alternative solutions; understand attitudes, needs, interests and perspectives when interacting with others.
- Evidence inclusiveness with all stakeholders, networking and partnering to have a broad and diverse representation.

Minimum Education:

Master's degree in social work, counseling or nonprofit management, or equivalent experience in program coordination and administration.

To Apply:

Please email RCCExecutiveDirectorSearch@gmail.com with you cover letter, resume and list of three references. Qualified candidates the Board of Directors is interested in interviewing will be contacted.

About the Rape Crisis Center:

The Rape Crisis Center, with offices in Myrtle Beach and Georgetown, South Carolina, provides a 24-hour hotline to address the needs of those who have experienced rape and sexual assault. Staff advocates offer crisis intervention, emotional support, and information and referrals to survivors and their loved ones. The Center provides community education programs, short-term counseling, therapist-facilitated support groups, and special events to promote a creative means of healing. Our services are free and confidential and available regardless of whether the victimization occurred several hours or many years ago.