



## Orange County Family Justice Center Foundation

### **Job Title: Executive Director**

#### **Agency Description:**

The Orange County Family Justice Center (OCFJC) is a safe, confidential and friendly place where immediate assistance and intervention is provided to survivors of domestic violence, child abuse, sexual assault, and elder / dependent adult abuse.

The OCFJC is seeking an **Executive Director** to design, develop, and implement strategic plans for the Foundation, which supports our mission of providing direct victim assistance, empowerment, and prevention resources to individual victims and families whose lives have been impacted by family violence. The OCFJC Foundation is a 501(c)(3) non-profit, non-partisan organization, based in Anaheim, and serves all of Orange County.

The lead agency for the OCFJC is the Anaheim Police Department. The Executive Director works closely with the Anaheim Police Department in achieving the overarching goals of immediate assistance, education and intervention for survivors and their family members. The Executive Director is co-located in the same facility with the Sexual Assault and Family Protection units.

#### **Job Classification:**

The Executive Director will be hired as an employee of the OCFJC Foundation under the direction of the Foundation Board of Directors President with advice from the majority of the Foundation Board Members. The Executive Director will be responsible for the organizations consistent achievement of its mission, financial goals, and objectives.

#### **Qualifications:**

- A minimum of three (3) years of experience in progressively responsible fund development, including: relationship building, major gift (individual, corporate and foundation) identification, solicitation and stewardship, grant writing, solicitation campaigns (newsletter, other mailings), development related to marketing and special events is required.
- Extensive experience with grant writing and management, including proper accounting and reporting, is critical and required.
- Extensive experience with financial management and reporting.
- Advanced knowledge of Microsoft Office programs and database management programs.
- Degree from an accredited college or university is desirable.
- Past supervision of multiple programs and staff is desirable.
- A demonstrated ability to work in a collaborative environment with various backgrounds, areas of expertise, resources, and survivor / client base.

#### **Job Description / Responsibilities:**

- Continually seek out, apply for, obtain and manage grant opportunities which supports the mission of the OCFJC and victim centric collaborative approach

- Develop, plan, organize, and host fundraising events with the assistance of various event committees.
- Identify and cultivate sources of new individual, corporate, and foundation donors, including leading tours and hosting individuals at program milestones (e.g. program graduations or Back to School support for targeted youth).
- Initiate / collaborate on procuring grants for programs, general operating expenses, and special events.
- Lead all fund development activity as directed by the Board President.
- Upgrade and renew existing individual and corporate donor identification information and tracking procedures.
- Develop strategic partnerships with elected officials, nonprofits and formal and non-formal community leaders.
- Produce content for use in communication with and solicitation of potential donors and prospects (Newsletters / Letters to targeted groups, social media, etc.).
- Maintain accurate donor information and gift records and prepare reports on fund development activity.
- Collaborate with Board CFO to produce financial data and financial reporting for special events, programs, operating budget, and all financial reporting responsibilities.
- Manage gift receipt, deposit and acknowledgement process for all in-kind and cash / credit card / check gifts.
- Plan and manage special events with the assistance from various event committees; supervising registration, auction, and producing the event and honoree media materials.
- Facilitate graphic creation / writing, printing, addressing and mailing and / or emailing invitations, sponsor packets, programs and display signage for special events.
- Act as chief spokesperson for media requests, proactive communication and special events for the Foundation.
- Oversee existing violence prevention programs (Kids Creating Change, Real Teens / Real Talk and Parents Creating Change) and direct services (Back To School, Adopt A Family, YMCA Camp Partnership, Dance Programs and other one-day field trips / program events).
- Support the OCFJC Community Services Specialist whose responsibilities encompass the above mentioned programs. Provide guidance and leadership into expanding these programs into new communities and expand programs as needed or directed by the Board President.
- Supervise volunteers, interns & independent contractors who support the work of the OCFJC Foundation.
- Collaborate with Hope Alliance and the California network of Family Justice Center's on statewide legislation and lobbying, fundraising initiatives and participate in relevant trainings, webinars and meetings hosted by Hope Alliance.
- When directed by the Board President, facilitate the academic research being conducted by the University of California, Irvine, and any future research to be done in terms of Center / program / Foundation efficacy
- Perform other duties as assigned by the Board President.
- Be willing to travel to alternate locations, observing and overseeing programs and staff

### **Hiring Process:**

- The selection process may include, but is not limited to multiple oral interview panels and an oral presentation to members of the OCFJC Board.
- The successful candidate will be required to undergo a thorough reference check and background investigation related to the Executive Director position. The background investigation will include, but is not limited to a criminal history check, verification / evaluation

of current and past illegal drug use, credit check (Transunion), employment history, and a polygraph examination related to the Executive Director position.

- Cover letters and resumes are only accepted via email to [ocfjcfoundation@gmail.com](mailto:ocfjcfoundation@gmail.com). Cover letters must be 1 page only and resumes are limited to 3 pages (total of 4 page application).
- The deadline for the first review of applications is Friday, March 20, 2020 at 11:59 P.M. Applicants are encouraged to apply early. Applicants who apply after the first review are not guaranteed to be considered for this position. This recruitment may close at any time without notice after the first review date.

**Salary Range:**

\$70,000 - \$90,000 annually, (paid biweekly) depending on experience and qualifications.

*OCFJC Foundation is an Equal Opportunity Employer*