Executive Director Job Announcement

About the organization
DOVE is a non-profit organization dedicated to providing specialized services to Deaf, DeafBlind, DeafDisabled, and Hard of Hearing (DDBDDHH) survivors of sexual assault and domestic violence. Our goal is to collaborate, educate, and advocate to end violence in the Colorado Deaf, DeafBlind, DeafDisabled, and Hard of Hearing communities.

DOVE’s mission is to provide culturally accessible services that empower and offer hope to Deaf, DeafBlind, DeafDisabled, and Hard of Hearing (DDBDDHH) individuals who experience abuse. The core values established by our founders are: Trust, Choices, Justice, and Triumph.

Equal Employment Opportunity
DOVE is an Equal Opportunity Employer and values the diverse lived experiences of our employees. Members of the Deaf, DeafBlind, DeafDisabled, and Hard of Hearing community who identify as People of Color; LGBTQI; and/or as survivors of abuse are strongly encouraged to apply.

Executive Director Position Description
The Executive Director (ED) serves as the senior administrative officer of DOVE and is responsible for all aspects of the functioning of DOVE, its employees, and its affiliates in Colorado. The Executive Director utilizes leadership attitudes, organizational knowledge, and collaborative skills to lead its management team, acquire funding, and oversee the operations.

As the senior administrative officer of DOVE, all employees, both full-time and part-time, as well as volunteers, report directly or indirectly to the Executive Director. Specific direct supervision by the Executive Director includes, but is not limited to, the Program Director, Advocacy Coordinator, Survivor Resiliency Coordinator, Resource Advocate, and any contract workers.

Responsibilities include:
- Implements goals and objectives set by the Board of Directors
- Directly responsible for fund development and implementation to increase, strengthen, and diversify funding sources through grant writing, donor relationship building, and fundraising
- Primary responsibility for grant writing, adhering to grant contract requirements including audits and financial reports, and relationships with grant funders
- Ensures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders and community
- Ensures that DOVE provides effective and efficient quality services
- Develops and monitor annual budget along with the Board of Directors
- Leads development and execution of strategic plan with Board of Directors and staff
• Monitors billing, accounting, and paperwork related to revenue and expenditures
• Ensures all policies and procedures are up-to-date, followed, and conform to currents laws and regulation
• Potential involvement in the Advocacy program, providing direct services to survivors and/or supporting crisis line coverage as needed

Qualification Requirements
• Fluency in American Sign Language and the ability to clearly connect with DDBDDHH clients in their preferred mode of communication
• Strong involvement and investment in the DDBDDHH community and nuanced understanding of Deaf culture
• Exceptional written communication and presentation skills
• Administrative, supervisory, budget, and grant management experience in the nonprofit sector
• Commitment to ongoing learning and engaging with issues that intersect with abuse, including but not limited to power and privilege, racism, sexism, classism, ableism, audism, heterosexism, transmisogyny, etc.
• Proficient use of Microsoft Word, PowerPoint, QuickBooks, and Google Drive
• Bachelor's Degree

Qualifications Preferences
• Knowledgable of domestic violence and sexual assault field
• Knowledgeable of legal system and impacts to DV/SA survivors
• Knowledgeable about the Americans with Disabilities Act and other relevant laws surrounding civil rights of DDBDDHH individuals

Position Salary and Benefits
• Compensation based on experience ranging between $55K - $61K/year.
• DOVE provides the opportunity for employees to participate in medical, dental, and vision insurance programs. Additional benefits include self-care bank, vacation and wellness leave, parental/caregiver leave, and employer contribution to IRA.

Materials from Candidates
• Online Application must be filled out HERE
• Cover letter, resume, and two professional references must be submitted via email to board@deafdove.org
• Applications will be accepted until the position has been filled