

# Employment Opportunity

## Executive Director

**Reports To:** Board of Directors

**Salary:** This is a 1 FTE exempt position. Salary range starts at \$90,732-\$110,000 1FTE annually, based on experience.

**Benefits:** Employee medical benefits, retirement, employee assistance program, sick leave, vacation, and paid holidays.

*DVSAS is committed to respecting and reflecting diversity.*

*Survivors are encouraged to apply.*

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### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Position Summary

The Executive Director will oversee the overall operations of the non-profit organization dedicated to social change, specifically focusing on supporting survivors of domestic violence, sexual assault, and commercial sexual exploitation. This role involves program and policy development, personnel and fiscal management, public policy advocacy, and community leadership.

The Executive Director will work closely with the Board of Directors, management staff, and community partners to evaluate and advance the organization's strategic initiatives. They will lead organizational development, ensure effective communication with staff and stakeholders, and maintain strong public relations. The position requires an individual with deep integrity, collaborative leadership, and a commitment to anti-oppression and equity principles.

### Responsibilities

*The duties of this position include and are not limited to the following:*

### Operations & Management

- Oversee overall operations to ensure client services and contractual obligations are met.
- Ensure proper fiscal management for long-term sustainability, including budgeting, compensation analysis, and financial reporting.



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

**24 hour helpline:** 360.715.1563  
**toll-free:** 877.715.1563  
**accepts 711 and other relay calls**  
**Se habla español.**

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- Lead organizational development, ensuring responsible growth and leveraging partnerships.
- Manage funding sources and oversee grants, with a focus on sustainable growth.
- Balance practical management with trauma-informed approaches.

## Program & Policy Development

- Develop, coordinate, and evaluate programs and policies.
- Prioritize and stabilize programs while managing vision and purpose.
- Lead advocacy and direct services, engaging with staff and valuing their input.
- Implement systemic change and prioritize equity, inclusion, and anti-oppression values.
- Advocate for public policy and lead community education and professional training efforts.

## Board & Stakeholder Relations

- Maintain transparent and effective communication with the Board of Directors, staff, and external stakeholders.
- Utilize feedback from various stakeholders in strategic planning and decision-making.
- Engage in community relations with a focus on services for survivors of domestic violence, sexual assault, and commercial sexual exploitation.

## Workplace Culture & Development Leadership Qualities

- Demonstrate managerial courage, business acumen, and a sense of humor.
- Inspire employees through collaborative, strength-based leadership.
- Support staff development and learning opportunities.
- Support staff in managing vicarious trauma and promote retention.
- Commit to equity, inclusion, and serving diverse populations with a focus on ending gender-based violence.

## Preferred Experience & Skills:

- Experience in advocacy, direct service, and managing a team of advocates.
- Actively engaged with all programs and staff, valuing team members' skills and input while fostering a collaborative, strengths-based leadership approach.
- Expertise in funding sources and grant management.
- Strong community relations skills.
- Understanding of vicarious trauma and the ability to support staff to improve retention.
- Ability to balance practical management with trauma-informed innovation.
- Skilled in responsible growth management, focusing on leveraging partnerships rather than internalizing all tasks.
- Committed to anti-oppression and equity, demonstrating this through meaningful action and prioritizing inclusive practices.
- Visionary leadership with the ability to critically analyze and implement systemic changes to address challenges.



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## Qualifications & Requirements

- 5-8 years of experience in an executive or senior leadership role. Equivalencies will be considered; non-profit experience preferred.
- An undergraduate degree preferred, or an equivalent combination of education and experience.
- Preferred experience supporting individuals affected by domestic or sexual violence or working with women and children.
- Strong verbal and written communication skills.
- Proven ability to establish and maintain effective working relationships with staff and associates.
- Commitment to respecting individual differences and serving diverse populations.
- Initiative to develop skills that promote equity and a deeper understanding of oppression and its impact on domestic and sexual violence.
- Positive, problem-solving attitude with a willingness to both seek and provide guidance to team members.
- Passionate about ending gender-based violence.
- DVSAS values diversity and encourages survivors to apply.

## How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to [employment@dvsas.org](mailto:employment@dvsas.org)

**Work Environment:** Ability to work in moderate and loud noise environments including, but not limited to: paging, telephones, human voices, music, machinery, pets, and children.

**Important Disclaimer:** Employees are expected to act in the best interest of DVSAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.



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