**POSITION AND PERFORMANCE PROFILE**

**LIFEWIRE EXECUTIVE DIRECTOR**

|  |  |  |
| --- | --- | --- |
| **Organization:** | | LifeWire, an established non-profit organization in Bellevue, Washington  [www.lifewire.org](http://www.lifewire.org) |
| **Open Position:** | | Executive Director |
| **Reports To:** | | Board of Directors |
| **Direct Reports:** | | Program Director, Deputy Director, Development Director, Director of Philanthropy, Finance Director |
| **To Apply:** | | Send a thoughtful cover letter and current resume to [HR@lifewire.org](mailto:HR@lifewire.org) for review by the Board search committee.  *LifeWire is an equal opportunity employer. We value diversity on our staff. Survivors of domestic violence and persons of color are encouraged to apply.* |
| **Size:** | | Approximately 40 employees and $3.4 million operating budget |
| **Vision/Mission:** | | Domestic violence is a human rights issue. LifeWire envisions a world in which every person lives in a safe environment, free from oppression and with the opportunity to thrive. LifeWire’s mission is to end domestic violence by changing individual, institutional and societal beliefs, and the attitudes and behaviors that perpetuate it. |
| **Organizational Culture:** | | Innovative, survivor-centered, accountable, respectful, generous and fun. LifeWire’s culture is characterized by a passion for the mission, collaboration, accountability and a results-oriented approach to impacting survivors’ lives. We value an atmosphere of mutual support, respect and transparency. An active sense of humor and hopeful optimism are important to the organization’s ongoing success.  We are dedicated to being accessible, inclusive, relevant and responsive to survivors’ needs, and we continually assess our services and practices to improve programs as a result of this orientation. We are excited by our progress and look forward to years of innovation and success under a new Executive Director. |
| **About LifeWire:** | | LifeWire delivers survivor-driven, trauma informed services to domestic violence survivors and their children and works toward the prevention of domestic violence in our communities.  Located in Bellevue, Washington (near Seattle), LifeWire opened its doors in 1982 as Eastside Domestic Violence Program. In 2012, we became LifeWire to better reflect our innovative and broad range of services. Today, we are a full-service agency, a nationally recognized leader and the largest comprehensive domestic violence service provider in the State of Washington.  We serve survivors and their children with our emergency and transitional housing programs, advocacy, safety assessment and planning, domestic violence housing first programs, support groups and mental health counseling. We explore better ways to support survivors through innovative strategies and partnerships, such as our joint effort to prevent homelessness with the Washington State Coalition Against Domestic Violence and the Bill & Melinda Gates Foundation’s Domestic Violence Housing First Pilot Project.  Since 1982, LifeWire has provided safety, support, and accessibility to more than 131,000 survivors of domestic violence. In 2015 alone, LifeWire:   * Supported 8,445 callers on the 24-hour helpline; * Directly assisted 4,196 survivors with advocacy, mental health counseling, legal support, shelter and housing stability; * Housed 664 people through our shelter and housing services; and * Educated 11,700 leaders and students about preventing domestic violence.   Learn more at [www.lifewire.org](http://www.lifewire.org) |
| **Position Responsibilities:** | | **Provide Overall Leadership for the Organization**   * Set the tone for survivor-driven services and prevention work in a respectful work environment. * Identify, assess and inform the Board of Directors of internal and external issues affecting the organization. * Foster effective teamwork with the Board and with staff. * Actively enhance LifeWire’s community profile as an active and engaging spokesperson and leader. * Ensure LifeWire meets survivors’ needs and Board expectations. * Lead strategic planning consistent with the vision, mission and values. * Ensure LifeWire is responsive to changing needs and uses limited resources effectively. * Manage organizational change effectively. |
|  | | **Position LifeWire’s Programs**   * Ensure programs and services offered by the organization further LifeWire’s mission and reflect the priorities of the Board and needs of survivors. * Provide high level management of LifeWire’s programs and operations, ensuring sound practices, quality services and fiscal responsibility. * Think ahead; anticipate upcoming programming changes in response to survivors’ needs, and position LifeWire for appropriate support for those changes. * Collaborate with other providers to facilitate a network of services in the region. |
|  | | **Ensure Effective Management and Staffing**   * Maintain a positive, healthy and safe work environment in a culture of teamwork and accountability. * Ensure staffing for effective program development and delivery. * Empower and support directors as they recruit and select their teams. * Coach and mentor staff as appropriate. * Ensure the development, maintenance and implementation of effective management systems, policies and training. |
|  | | **Maintain a Fiscally Responsible Position**   * Manage LifeWire’s finances and operations to ensure overall financial and operational strength and stability. * Oversee the preparation of annual budgets, regular financial reports and other necessary tracking and reporting following sound accounting principles, and ensure the Board is well-informed. * Ensure development and execution of an annual resource development plan that generates needed resources to execute on program objectives. The plan should leverage and diversify contributions and include an increase in ongoing donations from individuals. * Enthusiastically and regularly participate in fundraising activities, including regular meetings with donors. |
|  | | **Community Relations/Advocacy**   * Be a thought-leader with a commitment to social justice. * Advocate for funding streams for LifeWire programs and general expenses; actively position LifeWire for funding success. * Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in community needs. * Establish effective working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the organization. * Ensure LifeWire has a compelling marketing and communications strategy; maximize the outreach to survivors for services and to stakeholders for buy-in and support. |
|  | | **Risk Management**   * Identify and evaluate the risks to the organization’s people (survivors, staff, management and volunteers), property, finances, goodwill and image; implement measures to control risk. |
| **Performance Expectations:** | **First 6 months:** Develop a deep understanding of LifeWire, its work and the community it serves.   * Learn the culture, the important values and policies at LifeWire. * Understand the work being carried out by the LifeWire team and gain a comprehensive knowledge about domestic violence, survivors and prevention. * Understand the resources needed to advance the current work and services and to support future plans and needs. * Develop a trusting and productive working relationship with the team, including the staff and Board. * Connect with local leaders including city, county and state government; begin to know the community. * Establish allies in the private sector; get to know those who know and respect LifeWire.   **Second 6 months:** Evaluate LifeWire operations as they support the strategic vision, add expertise and become an effective LifeWire spokesperson.   * Evaluate the strategic vision to ensure the organization’s growth and development. * Evaluate team and program competencies. * Evaluate LifeWire’s financial position to identify areas for improvement. * Evaluate resource development, marketing and communications competencies. * Meet with donors and foundations and assist with refining fundraising. * Review facility requirements (HQ space and existing transitional housing); collaborate with staff, Board, funders and other stakeholders about facility needs and relocations, including any needed capital campaigns. Make recommendations to the Board. * Become established in the community as a credible thought leader and an assertive, active advocate for the organization’s mission. * Become intimately familiar with the major donor outreach program initiated in 2015 and evaluate its effectiveness. Report to Board with recommendations. * Enhance communications to ensure that the LifeWire brand and the LifeWire message is reaching conventional and social media targets effectively and consistently. * Evaluate website redesign and effectiveness and initiate any needed improvements.   **Second year**: Continue to lead the team, encouraging innovation, agility, accountability and respect.   * Develop, in partnership with the Board and leadership team, a strategic plan for the next few years. * Continually position LifeWire for sustainability and build productive relationships in the community. * Demonstrate a working familiarity with the nuances of the political climate in Seattle and East King County, and expand the LifeWire outreach efforts to educate political decision-makers. * Deliver LifeWire’s messaging and compelling stories in an engaging manner to a wide and diverse audience. * Actively develop and promote a culture of “Team First,” in which the overall mission of serving survivors is paramount. Ensure this spirit permeates the organization, crosses departmental boundaries and informs all decision-making. * Establish and activate a plan for increasing private funding for LifeWire’s social justice outreach programs that will support expansion of our existing prevention programs to new levels. | | |
| **Important Criteria for Selection**: | LifeWire places a premium on a demonstrable commitment to social justice, innovation and excellent management. In addition, the successful candidate will have the following:   * Previous successful experience as an Executive Director in an association or non-profit is preferred, although not required. * Previous experience reporting directly to and interfacing positively with a Board of Directors. * Previous experience with the analysis and disposition of real estate assets is preferred. * Experience and demonstrated comfort with public affairs, governmental affairs and neighborhood outreach are preferred. * Experience with financial statements and budgets; ability to interpret financial information, draw appropriate conclusions, and take action. * A great sense of humor, good judgement and passion for improving the lives of others. * Success at coaching, mentoring and developing a professional staff with a commitment to cross-team accountability and execution. * Experience providing leadership in a cross-cultural environment. * Intellectual and practical curiosity that translates into learning, improving and innovating. * The authenticity, enthusiasm, optimism and creativity – demonstrated through words and actions – that are at the heart of LifeWire’s mission. * Comfort working in an ever-changing operating environment and a management style that adroitly balances freedom of action/decision making with appropriate controls. * A balanced ego and respect for all people regardless of ethnicity or social status. * The ability and willingness to establish and maintain high standards of professional integrity personally and for staff. | | |