

## **AWARE, INC. INTERIM EXECUTIVE DIRECTOR POSTING**

The Board of Directors of Aware, Inc. is seeking an Interim Executive Director to begin work on or before July 22, 2024. Tony Hollow and Linda Brian, of Executive Search and Coaching are assisting the Board of Directors with this search.

### **About AWARE, Inc.**

AWARE, Inc. provides services to meet the needs of survivors of domestic and sexual violence and works in the community for social change including sexual assault counseling; legal advocacy; and an emergency 24-hour crisis phone line with face-to-face intervention that provides emergency food and safe housing in volunteer homes.

### **Mission and Vision**

AWARE, Inc. strives to eliminate domestic and sexual violence while promoting social change and empowering survivors by offering shelter and services.

### **Qualifications and Critical Skills**

- Minimum of five years successful leadership experience in a nonprofit or for-profit organization supervising direct reports.
- BA or BS degree required with preference given for a MA or MS degree.
- Demonstrates the ability to lead, motivate and manage staff as well as be able to recruit, develop and retain an effective team focused on the mission of AWARE, Inc.
- Should demonstrate highest ethical standards including integrity, transparency, accountability, respect, flexibility, responsibility, openness as well as a commitment to diversity and equity.
- Should have demonstrated ability in grant writing, diverse funding sources, developing budgets, budget management and oversight.
- Should be a charismatic, relationship-oriented candidate with connections, or ability to quickly create connections in the community.
- Should be a skilled communicator both in small and large groups and able to share the goals and mission of AWARE, Inc.
- Demonstrates some experience in fundraising, program development, organizational growth, strategic planning, and working effectively with a Board of Directors.
- Should have demonstrated success in goal setting and data collection as outlined in a strategic plan so that as an organization we are constantly improving the services we provide.

- Must be committed to the concept of empowering women and children and be able to relate to individuals and families of diverse cultural and socio-economic backgrounds.
- Must be committed to excellence, be innovative, willing to take risks, and possess excellent problem solving/conflict resolution skills.

### **Key Responsibilities**

The Interim Executive Director is the chief executive officer of AWARE, Inc., and is responsible for its overall strategic direction, leadership and administration. Through guidance and approval from AWARE, Inc. Board, the Interim Executive Director has broad authority to lead and govern the day-to-day operation of the center. Primary responsibilities include implementation of the strategic plan, staff development, supervision and oversight of the agency mission and goals; fiscal and program operations; collaboration activities; human resource development; and fundraising goals. The Interim Executive Director will oversee the implementation of a broad-based strategic plan and work cooperatively with the Board of Directors to provide vision and directions for the agency, and clearly communicate the vision and strategy to key stakeholders, funders and community members.

### **Salary and Contract Information**

This is an interim position, three-six months in duration as the Board completes a comprehensive search. Salary dependent on qualifications, will be prorated based on an annual salary of \$85,000. This position does require some evening and weekend work. All candidates interviewed will have background checks and references reviewed.

### **Application Procedure**

Qualified applicants may apply by sending current resume, and three individuals that we may contact for reference checks. Please include name, email and cell phone information for your references. All information should be sent to: [ESCLandT@gmail.com](mailto:ESCLandT@gmail.com)

Completed applications must be received by 5:00 on July 5, 2024. No "hard copy or fax copies accepted." If requested by the candidate, materials will be treated confidentially through the screening process.

Additional information about AWARE, Inc. is available at [www.awareshelter.org](http://www.awareshelter.org)

Questions can be directed to Tony Hollow at (517) 937-0958 or Linda Brian at (517) 812-7327.

**Interim Search Timeline**

June 25, 2024

July 5, 2024 5:00 PM

Week of July 15, 2024

Start July 22, 2024 or ASAP

Job is posted

Application Deadline

Interviews

AWARE, Inc. is an equal opportunity employer.