



Job Title: Executive Director
 Location: 1206 Vaughn Road, Suite B, Burlington, NC 27217
 Date Posted: June 21, 2019
 Position Type: Full-time (37.5 hours per week, Exempt Status)
 Hours: Monday-Thursday 9:00 am – 5:00 pm; Friday 8:00 am – 4:00 pm
 Travel: Limited

| If interested, please submit resume, cover letter, and two references by either email or mail to: | |
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| Email: Hiring@CrossRoadsCares.org | Mail: |
| Attn: LaVern Delaney, RE: Executive Director Position | CrossRoads Board Chair P.O. Box 673 Burlington, N.C. 27216 |

ORGANIZATION DESCRIPTION

CrossRoads was established in 1976 as a standalone sexual assault center serving adult victims of sexual violence. In 1994, we realized that child victims needed the same types of services as adult victims. CrossRoads formed a multi-disciplinary team that began research and development of a Children’s Advocacy Center (CAC) and in 1996 our CAC was opened. In 2018, CrossRoads had the opportunity to merge with Alamance for Freedom, a well-known anti-human trafficking program. Today we serve victims of sexual violence, human trafficking, and child maltreatment.

CrossRoads started from an outcry in the community and we have continued to operate in such a manner. When individuals need services to find healing, CrossRoads willingly accepts the challenge to create and sustain new and necessary programs. Our greatest priority is our clients and the assurance that they are receiving the highest caliber service.

To find out more about our organization, you can visit: www.CrossRoadsCares.org

POSITION

Primary Function: The Executive Director is responsible for the organization’s consistent achievement of its mission and financial objectives.

Major Responsibilities:

- Establish sound working relationships with community groups and organizations.
- Represent the agencies services and mission to other organizations and the general public.
- Responsible for the analysis and projection of community service needs.
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Oversee the recruitment, employment, supervision and termination of all personnel, to include paid staff, contract personnel, and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound Human Resource practices are in place.



CrossRoads

The Intersection of Hope and Healing

- Human Resources functions including: payroll, contracting for and administering benefits
- See that an effective management team, with appropriate provision for succession is in place.
- Maintain a climate which attracts, retains, and motivates a diverse staff of highly qualified individuals.
- Maintain a working knowledge of significant developments and trends in the field.
- Maintains official records and documents to ensure compliance with federal, state, and local regulations
- Responsible for developing and maintaining sound financial practices.
- Work with staff and board treasurer in preparing a budget and see that the organization operates within budgetary guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its mission through implementation of a sustainability plan with the Board of Directors.
- Write and manage federal, state, and local grants.
- Responsible for the creation and maintenance of varying forms of marketing that include but are not limited to the agency website, social media and advertisements.
- Responsible for program development and evaluation.
- Update agency protocols as needed.
- Other duties as assigned by the Board of Directors.

Qualification and Education Requirements:

- College degree in social services, health, human services, business, or equivalent.
- Passion for the mission of CrossRoads and demonstrated knowledge of sexual violence issues.
- Significant and proven leadership skills developed through several years in senior management positions.
- Excellent organizational development, interpersonal, marketing, communication, administration, and personnel management skills are essential.
- Experience managing a complex budget
- Ability to build collaborative ventures with diverse constituents
- Excellent communication skills both written and oral; strong presentations skills
- 5 years of Senior Management experience, non-profit preferred.

Additional Notes:

Must possess a valid driver's license and pass satisfactory criminal background check.