



Job Description Sego Lily Center for the Abused Deaf Executive Director

Department of Justice- OVW Rural Grant Project

Check the web site for more information about Sego Lily Center: WWW.SLCAD.ORG

Summary:

The Executive Director will be responsible for guiding and overseeing the success of the grant objectives and goals below. This grant will target Deaf, Hard of Hearing and Deaf/Blind individuals living in rural areas of Utah. The objective of the grant is to provide awareness, outreach to the Deaf/HH/Deaf-Blind community, direct services to Deaf/HH/Deaf-Blind victims, train community and partnering agencies, develop and provide law enforcement training, and develop and provide a specialized interpreter workshop training to enhance interpreter skills in the area of abuse and the Deaf/HH community. Utah is a beautiful and exciting state! Check out this website for more information on Utah at <http://www.utah.gov/>

OVW Rural Grant

Executive Director Responsibilities & Qualifications

Responsibilities

- Oversees the entire organization operations; ensures the organization is in compliance with all business licensing, policies and human resource requirements; works closely with the Board of Directors; responsible for directing sustainability and capacity building efforts and the overall financial wellbeing of the organization; collaborates with relevant community and business partners. Reports to the Board Chair.
- Provides overall administration of the Department of Justice - Office of Violence against Women, Rural Grant
- Supervises program staff, also recruits and hires program staff as needed
- Develops, monitors and evaluates program goals
- Oversees non-profit budget, billing and accounting procedures
- Assists program staff in developing and providing workshops and trainings
- Establish and maintain collaborative relationships with appropriate community services, agencies and programs
- Establishes and maintains a good relationship with the Deaf/HH community
- Promotes public awareness and prevention
- Provides direct advocacy services as needed to Deaf/HH and Deaf/Blind victims of abuse, sexual assault and stalking

Desired Qualifications

- Education: Preference - Masters Degree, or BA with 3 years experience in the social service field, or 2-3 years of college with several years of experience in related fields.
- Experience in working with non-profit organizations and a clear understanding of non-profit budgets and ability processes
- Experience in the field of domestic violence and sexual assault
- Minimum three years managerial/administrative/supervisory experience
- Fluent in American Sign Language
- Good interpersonal skills; flexibility and openness

- Good organizational skills and basic computer skills
- Good English and writing skills
- Ability to work with a culturally diverse clientele and staff
- Good public speaking/presenting skills
- Must have a current driver's license, excellent driving record, possess the ability to travel the State of Utah (some overnight trips will be required), and have reliable transportation (reimbursement will be given)
- Must pass a criminal background check

Reports to: SLCAD Board of Directors

Salary: Competitive salary - based on skills and experience (Health and Dental insurance are included)

Survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply.

DEADLINE: April 1, 2021 or until filled.

Send cover letter, resume and three references to:

SLCAD

699 East South Temple, Suite 105

Salt Lake City, Utah, 84101

or Email: info@slcad.org