



## Job Description

### Executive Director

#### **WOAR – Philadelphia Center Against Sexual Violence**

WOAR – Philadelphia Center Against Sexual Violence (WOAR) is partnering with Bob Madonna, (Diversified Services LLC) on a search for an Executive Director ("ED") to lead a thriving, community-centric, and collaborative nonprofit in Philadelphia, PA.

WOAR's vision is to eliminate all forms of sexual violence in our communities. Founded as one of the first centers of its kind in the nation, for 50 years, WOAR has provided an empathetic ear, a caring heart, and a helping hand to anyone who has experienced sexual violence at any time in their life. Our mission is focused on specialized treatment, comprehensive prevention education, and advocacy for the rights of the victims of sexual abuse and harassment. Each year, we help thousands of survivors of sexual violence through our continuum of services that includes a 24/7 hotline, crisis services, in-person counseling, court advocacy, anti-human trafficking support, and a wide range of education, training, and advocacy programs. WOAR is the largest member of the Pennsylvania Coalition Advancing Respect (formerly the PA Coalition Against Rape), which is the organization's primary regulator and largest funding partner.

WOAR's 24/7 hotline and crisis services have provided a critical path to support for the entirety of its history. Individuals who call the hotline are able to connect with a trained sexual assault counselor and can access WOAR's other services through the hotline. WOAR's team of Crisis Advocates provides medical advocacy and other crisis services at the Philadelphia Sexual Assault Recovery Center (PSARC), a unique partnership with Drexel University's Sexual Assault Nurse Examination Team and the Philadelphia Police Special Victim's Unit. WOAR staff and a dedicated team of trained volunteers provide backup services for the hotline and medical advocacy.

Counseling and therapy is a critical part of the healing process for sexual violence survivors. WOAR works with survivors (children and adults) and their loved ones to support healing, understanding, and thriving. WOAR offers Individual Trauma Therapy and employs a team of

trained therapists who hold a master's degree in psychology, counseling, or social work, have a diversity of evidence-based specializations and trainings, and are also trained Sexual Assault Counselors. WOAR offers Group Therapy for Women, Men, Teens, LGBTQ+, a Trauma Processing Yoga Group, and other groups on a regular basis. WOAR also offers a CORE Psychoeducational Group, an open, drop-in, psychoeducational group for people 18 and older. This psychoeducation group uses evidence-based therapeutic interventions for survivors and their loved ones to provide knowledge and support to help you better understand and cope with trauma so that you can work together with our WOAR Crisis Advocates and Graduate Interns to achieve a better overall outcome. WOAR provides court advocacy services to help survivors navigate the legal system, and also runs an anti-human trafficking program. WOAR also offers generalized individual counseling services to ensure that all individuals receive the support they seek in ways appropriate to their needs.

All direct services offered at WOAR are free of charge.

Finally, the embodiment of WOAR's vision is its prevention, education, and training programs. WOAR's Prevention Education team works in a wide variety of settings, from K-12 school environments to institutions of higher learning and their Title IX offices; from community centers to regional networks like SEPTA; from community centers to employment centers. Special initiatives such as the Safe Touches Program, Healthy Masculinity Initiative, LatinX Initiative, LGBTQ+ Initiative, Transformative Justice Initiative, and other special programs and partnerships ensure that sexual violence prevention training and information reaches all communities within the City of Philadelphia. WOAR also operates a survivor advocacy program that includes the Keynotes Program that accompanies survivors to become public speakers and advocates for positive change.

### **Leadership Opportunity**

The ED will bring a record of bold and proven leadership to effectively deliver an inspiring vision: to eliminate all forms of sexual violence in our communities. The ED is responsible for articulating WOAR's mission internally and externally; managing staff and sustaining an effective leadership team; collaborating with WOAR's Board of Directors; identifying, prioritizing, and executing on goals outlined in its strategic plan; maintaining and building an expansive network of partners and collaborators; stewarding federal, state, and local funding streams; raising private funds from the community; and setting local and regional agendas for thought leadership, public policy, and advocacy.

The ED will join an organization with a rich legacy, vision and mission, solid financial position, and a purposeful course of action. As they guide the delivery of this community-driven plan, the ED will pursue and innovate our current internal practices that advance an equity-focused team culture. Through community-based hiring, personal and professional development, and rewarding compensation packages, the ED will build on the agency's track record of success

with sustaining talent. The ED represents WOAR as a leader as part of numerous local, state, and regional collaboratives and groups.

The ED reports to and works in partnership with a Board of Directors, comprised of influential community and civic leaders. The Board fulfills its fiduciary responsibilities through regular board meetings, committee participation, and resource development efforts. The ED leads a staff of 30+ employees and contractors and works closely with a senior leadership team of 4. Their direct reports include the Director of Finance, Clinical Director, Director of Prevention Education, Grants Manager, Events Manager, and various consultants and contractors.

The ED's key responsibilities include but are not limited to:

### **Community-Centered Leadership**

- Champion, steward, and deliver a strategic direction based on a collective and community-driven vision for WOAR.
- In partnership with the staff and Board, set annual targets, business plans, and measurable key performance indicators, (KPIs) that aid a strategy for economic mobility and community self-determination.
- Facilitate the governance work of the Board of Directors by assisting the executive committee with the development of annual Board workplans, reporting on programmatic and operational effectiveness, and leveraging Board efforts to raise resources and visibility that extend WOAR's presence in local and regional circles.

### **Champion a Diverse and Values-Driven Team Culture**

- Inspire a team culture that values respect, compassion, teamwork, and accountability.
- Supervise, encourage, and develop the performance of the senior leadership team. Mentor employees to encourage professional growth, creative approaches, and effective teamwork.
- Provide leadership as chief human resources officer and sustain best HR practices.
- Define effective decision-making practices and clear communications that align staff across different departments, increase belonging, and facilitate transparent working relationships.
- Set a bold agenda for internal racial equity and justice practices that maintain a diverse and inclusive workforce across race, gender, socioeconomics, ability, and sexual orientation.

### **Raise Organizational Profile and Resources**

- Represent and promote WOAR's mission, programs, and outcomes to media outlets, partners, policymakers, and sponsors.
- Identify opportunities, strategies, and partnerships that expand and enhance WOAR's programs, priorities, and community supports.

- Lead the effort to establish development practices, to maintain and grow supporters by liaising with funders and donors, envisioning new revenue-based partnerships, and ensuring grant proposals and reports reflect the organization's vision, values, and outcomes.

### **Implement Long-Term Infrastructure Strategies**

- Ensure operations prioritize efficiency, safety, and compliance. Follow legal and regulatory guidance for government contracts, advance progressive human resource functions, safeguard facilities management practices, and invest in information technology systems and training that help WOAR and its staff operate at high levels.
- Envision and plan investments in systems, processes, tools, and technologies necessary for an organization of WOAR's size and complexity.
- Conduct regular review of key performance indicators that track costs, progress, and intended outcomes towards long-term goals, while directing course corrections as needed.
- Guide finance team to prepare budgets integrating departmental priorities, monitor income and expenses, support long-range planning, and provide the Board with regular reports.
- Provide continuous improvement to WOAR's systems and practices through ongoing assessment and optimization of WOAR's IT, equipment, systems, and practice standards.

WOAR efforts towards our mission are guided by these core values:

- **Effective Communications:**

We exchange diverse information and ideas in a manner that enables understanding and healthier relationships.

- **Commitment:**

We are consistent, accountable, and passionate in the provision of service to those we serve and in our interaction with our colleagues.

- **Quality of Services:**

We provide culturally and linguistically competent services of the highest quality that meet the needs of those we serve.

- **Trust:**

We demonstrate our integrity and gain the confidence of those we serve as the cornerstone of our practice.

- **Respect:**

We value individuals and diversity of their beliefs, customs, and traditions.

- **Professionalism, (Knowledge):**

We are responsible, ethical, and accountable to each other and to the community we serve.

- **Empowerment:**

We provide individuals and families with the resources and tools necessary to attain self-sufficiency.

### **Experiences, Skills, and Qualities**

The Board is seeking a skilled executive who brings a record of successful senior leadership experiences to this role. We recognize that the most competitive applicants will have many, but likely not all, of the following personal and professional experiences, skills, and qualities:

- 10+ years in senior leadership roles in one or more nonprofit, government agency, or similarly complex entities
- Master's Degree preferred; Bachelor's degree required.
- Passion for WOAR mission, with advanced understanding of issues, trends, and policies affecting survivors of sexual violence.
- A significant supervisory record; experience mentoring and developing other senior leaders.
- A strong record managing finance and operations
- A command of core functions of budgeting, financial management, human resources, contract negotiations, and external communications
- Comfort in a highly visible, externally facing public role.
- A credible reputation and strong public presence; an effective and influential communicator in public settings and personal conversations
- Committed to collective leadership and community co-ownership of organizational strategy.
- Nuanced and intersectional understanding of equity, racial justice, and structural oppression and racism
- Proven ability to build effective and respectful relationships with people of various backgrounds, opinions, and perceptions demonstrating deep respect and understanding of WOAR's role as a true and trusted collaborator and neighbor.
- Talent for building consensus through strong emotional intelligence, super listening skills, and deep compassion. Leads teams with empathy, equity, dignity, and respect.
- A successful record implementing strategy and setting goal frameworks, action-oriented budgets, and outcome measurements.

- Accomplished with senior level fundraising efforts, including strategizing, and securing support through partnerships, institutions, corporations, and/or individuals.
- Prior experience managing or serving on a nonprofit board.
- Understanding of nonprofit governance, fiduciary responsibilities, and effective communication between board and leadership
- Demonstrated experience promoting effective nonprofit governance.
- A local and regional network of influence is preferred, including current or past record of personal and/or professional connections in related fields in the Philadelphia Region
- Ability to cultivate a positive work culture where all staff feel supported and valued.
- Ability to cultivate and maintain synergistic, congenial, and collaborative energies with members of the Board of Directors, outside vendors, partners, and the community at large.
- Capacities for resilience and emotional adaptation
- Competence for relational understanding, emotion management for self and others, and respect for diverse perspectives
- Complex decision making and change management skills.
- Executive level motivational and social interaction agilities in building and maintaining a culture of employee engagement, psychological safety, mutual respect and accountability.
- Demonstrated proficiencies and appropriate sensitivities in delivering regular staff performance evaluations and collaboratively building individual development plans.
- Comfortable in driving ambitious standards for staff internal and external professional presence and performance.
- Experienced in conducting community and partner needs assessment surveys to evaluate funder compliances and operational best practice efficacies in alignment with and in support of the organizational strategic plan, mission and vision.
- Motivated to participate in personal and professional development based on self-reflection and the integration of performance assessment and constructive feedback with a commitment to industry standard leadership growth and development.

### **Location**

WOAR is located in Philadelphia, PA. Administrative offices are at 1617 JFK Blvd. Suite #800 Philadelphia PA 19103.

### **Compensation**

Annual Salary: \$125,000 to \$145,000 depending on experience.

Job Type: Full-time

### **BENEFITS**

- Competitive company sponsored medical, dental and vision coverage, including dependent coverage.
- Life Insurance, short-term disability, and long-term disability (100% agency paid)
- 403B Savings Plan
- Competitive vacation and sick time policies, including four weeks paid vacation.
- 12 paid agency holidays and 3 additional floating personal days

### **Application Process**

WOAR is conducting this search in partnership with Diversified Services LLC., Bob Madonna is leading the efforts. Confidential recommendations, nominations, or personal inquiries may be sent to him. ([bobmadonna@verizon.net](mailto:bobmadonna@verizon.net))

### **Employment Opportunities and Conditions**

WOAR is an Equal Opportunity Employer and is committed to the principle of equal employment opportunities for all employees and applicants and prohibits discrimination and harassment of any type without regard to race, color, religion or belief, age, sex, national, social or ethnic origin, disability status, HIV status, family medical history or genetics, protected veteran status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family or parental status or any other characteristic protected by federal, state or local laws.

### **HOW TO APPLY**

Diversified Services, LLC is conducting this Executive Search on behalf of WOAR. Please send a Resume and Cover Letter to Bob Madonna at: [bobmadonna@verizon.net](mailto:bobmadonna@verizon.net).