



The Healing Center, (THC) also known as The Trinity Healing Center Inc. is committed to the intervention and prevention of family violence, exploitation, abuse, and sexual assault valuing the diversity of faith, culture, and personal experience. The organization was created in the year 2000 in response to the growing need to serve those who are affected by family violence and under-resourced. We help families affected by abuse understand their options and take steps towards healing and self-sufficiency. We address gender-based violence from a multidisciplinary perspective encompassing social, cultural, and spiritual aspects.

## **Position**

The Executive Director is a full-time position and reports directly to the Board of Directors. The ED is responsible for overseeing the administration, programs, strategic plan and consistent achievement of its mission and financial objectives. The ED maintains the integrity of the vision and mission of the organization and demonstrates passion and commitment to addressing gender-based violence. The ED understands the history of gender-based violence, and is knowledgeable of domestic violence, dating violence, sexual assault, and policies and advocacy issues.

## **Duties and Responsibilities**

### **The Executive Director will:**

- Establish and maintain relationships with various organizations local, and statewide, and utilize those relationships to strategically enhance The Healing Center's Mission.
- Actively seek requests for proposals and other prospective funding streams.
- Report on active grants and oversee that grant deliverables are met.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.
- Serve as The Healing Center's primary spokesperson to the organization's constituents, the media and the general public
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility.
- Oversee organization and Board committee meetings, marketing, and other communications efforts.
- Develop, review, and approve contracts for services; and
- Other duties as assigned by the Board of Directors.

### **Leadership and Management, the Executive Director is responsible for:**

- Implementation of The Healing Center's programs that carry out the organization mission.
- Effective administration of the organization's operations. Strategic planning to ensure THC can successfully fulfill its mission into the future.
- Providing leadership in developing programs, organizational and financial plans with the Board of Directors and staff.
- Maintaining official records, documents, and ensure compliance with federal, state and local regulations. Signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Budget and finance, the Executive Director will:**

- Demonstrate familiarity with New York City and/or State funding, contract landscapes.
- Responsible for developing and maintaining sound financial practices.
- Work with Finance Committee in preparing annual budget; see that the organization operates within budget guidelines. Oversee the compliance of all contract requirements.
- Manage relationships with Government, Private and Family Foundations, Individual Donors and Corporate Sponsorships

**Relations with staff, the Executive Director will:**

- Be responsible for the hiring, retention and release of all personnel.
- Ensure job descriptions are developed, conduct regular performance evaluations, and ensure sound human resource practices are in place.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

**Effective internal and external communications, the Executive Director will:**

- Keep Board fully informed on the condition of the organization and all-important factors influencing it.
- Publicize the activities of the organization, its programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the public.

**Qualifications:**

- Strong financial management skills, including budget preparation, analysis, decision making and reporting, and strong public speaking ability.
- Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Experience working in culturally and linguistically diverse environments. Spanish fluency preferred.
- Bachelor's degree; at least 3 years of experience directly related to the duties and responsibilities specified.

**Equal Employment Opportunity**

Trinity Healing Center, Inc. is an Equal Opportunity Employer. We celebrate diversity and do not, discriminate based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. We are committed to maintaining a safe and peaceful workplace guided by the principles of compassion, accountability and mutual respect.

Please submit a thoughtful cover letter describing your interest in the position and resume to [Resume@thehealingcenterny.org](mailto:Resume@thehealingcenterny.org). Applications will be reviewed in the order they are received.