

ORGANIZATION: Crime Victims Treatment Center
POSITION: Executive Director
REPORTS TO: Board of Directors
LOCATION: New York, New York
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to CVTCED@pbrsearch.com with title format "Last Name First Name - Letter Resume".

BACKGROUND

Crime Victims Treatment Center (CVTC) is committed to helping people heal from interpersonal violence. CVTC was founded in 1977 as the first rape crisis center in New York City and was incorporated as an independent 501(c)(3) in 2018. Today, CVTC's programs, which are provided at no cost, include clinical services (crisis intervention, individual and group trauma-focused psychotherapy) for survivors (including incarcerated survivors) of interpersonal violence, a volunteer rape crisis and domestic violence advocate program serving five hospital emergency departments, legal services, legislative advocacy, a Sexual Assault Forensic Examiner (SAFE) program, and a prevention program that works with K-12 schools, colleges, nightlife venues, and other community-based partners. You can learn more about CVTC's services [here](#).

Crime Victims Treatment Center is looking for a strategic leader dedicated to supporting vulnerable populations who will help refine the organization's mission, align program offerings for maximum impact, and build systems and structures to ensure the organization's ongoing strength.

POSITION

The executive director (ED) is responsible for the strategic leadership and skillful management of CVTC's 30+ staff, 300+ volunteers, and \$5.4M operating budget. The ED will provide leadership for all aspects of CVTC, including strategic planning, team leadership, financial management, fundraising, program oversight, and advocacy. This is a multifaceted position calling for a thoughtful, empathetic, and organized leader who is able to imagine and implement a holistic vision for CVTC's work, internal culture, unique mission and impact. They will build upon CVTC's strong foundation, while also evolving the organization's systems and programs, to best leverage and build upon available resources.

RESPONSIBILITIES

Strategic Leadership

- Advocate for policies and funding that can benefit survivors and bolster CVTC's efforts. Build strong relationships with key stakeholders in city/state/federal government offices and the victim services sector in New York.
- Build upon and continue CVTC's diversity, equity, and inclusion related work. Nurture an integrated and inclusive work culture rooted in transparency and a shared sense of purpose.
- Work with the board, staff, and other stakeholders to develop CVTC's strategic plan, including an evaluation of CVTC's mission; the plan will include near-term and longer-term goals.
- Effectively communicate the goals of the strategic plan both internally and externally so that all stakeholders understand their role and responsibilities in fulfilling the mission.
- Evolve the organizational structure as needed, and ensure that the programs, staffing, and budget are aligned with the strategic plan.
- Working closely with the board, assist in efforts to attract new board members who will actively lead CVTC in achieving its strategic, programmatic, and financial goals.

Staff Leadership

- Provide strong, effective, and empathetic leadership for a group of committed and talented staff members; be a positive and accessible presence.
- Ensure staff members understand how their specific roles contribute to the overarching mission and purpose of the organization.

- Set and model high standards for professionalism, performance, and collegiality, and hold people responsible for maintaining those standards. Support staff in their careers, ensuring that they are provided with regular feedback, opportunities for professional development, and clarity on professional growth at CVTC.

Financial and Operational Leadership

- Oversee the financial management of CVTC, ensuring that it operates within budget, maximizes resource utilization, and maintains a positive financial position.
- Continue to codify organizational policies and procedures, with the goal of increasing clarity, efficiency, and fairness across the organization.
- Evaluate and improve current financial, HR, and operational processes to sustain and increase the impact of CVTC's programs, as well as staff performance and satisfaction.

Fundraising and External Relations

- With warmth and a high degree of emotional intelligence, become a valued and visible member of the victims services community, with the ability to engage with people from a wide array of backgrounds, including survivors, a diverse staff, community partners, and funders.
- Working closely with the board, director of development, and staff, identify new and grow existing sources of contributed and earned income to support the current operating budget and secure the long-term financial sustainability of the organization.
- Be the face and voice of CVTC, working actively to elevate its profile, promote and publicize its programming, and expand appreciation for its mission.

QUALIFICATIONS

Experience

- Experience managing a budget for a financially sustainable program, department, or organization; demonstrated financial acumen.
- A track record of building and developing teams with multiple reporting layers and/or disparate functions.
- Executive management experience in positions with significant external and internal responsibilities.
- Experience working in a relevant field, providing direct services to vulnerable populations.
- Experience taking an organization/department/program through a turnaround, next stage of growth, or other inflection point through strategic assessments of programs, budgets, and staffing is ideal; formal experience with strategic planning a plus.
- Experience partnering with government agencies and managing public funding is ideal.
- Experience cultivating donor relationships and closing contributions is a plus.
- Experience developing and working with strong board structures is a plus.
- Appropriate educational background or equivalent work experience is required; a degree in a relevant field (e.g. business administration, nonprofit management) is a plus.

Personal Attributes

- A deep passion for working with survivors of interpersonal violence.
- A strong commitment to furthering diversity, equity, inclusion, access, and belonging in all forms.
- Strong business sense, with a commitment to the ongoing financial sustainability of CVTC.
- Ability to cultivate donor relationships and close contributions from all revenue sources.
- Ability to expand existing and develop new board member relationships and to create strong board structures in line with best practices.
- Very high emotional intelligence; ability to authentically engage with people from various backgrounds.
- An ability to lead and inspire by demonstrating strength, humility, and integrity.
- Strong written and verbal communication skills; a persuasive and passionate communication style.

COMPENSATION

- Anticipated salary range \$160K – \$180K; commensurate with experience
- Comprehensive benefits package, including healthcare/dental/vision/life insurance coverage, 401(k) employer contributions, and generous PTO.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, CVTC encourages you to apply.

Crime Victims Treatment Center is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Crime Victims Treatment Center will provide reasonable accommodations for qualified individuals with disabilities.