

HARRIS RAND LUSK

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My Sisters' Place Chief Executive Officer Job Description

Background: My Sisters' Place (MSP) strives to end domestic violence and human trafficking through comprehensive services, advocacy, and community education. For nearly 50 years, MSP has been working to protect survivors from gender-based violence in the Westchester County community and has grown from a single shelter in 1978 to become a highly respected and recognized multi-service agency. Today, in addition to the shelter's safety and security for individuals and families who need it, MSP services include a 24/7 crisis hotline, a training program for health care professionals to screen for gender-based violence, a legal department, and a domestic violence education and prevention program for young people. With a client-centered approach focused on trauma-informed care, a budget of \$9+M and a staff of more than 80, MSP reaches 15,000 individuals each year, transforming lives and affecting change every day.

After nearly two decades of leadership from an innovative and collaborative CEO, MSP is seeking a new CEO to build upon past successes and provide a strong vision for its future. The CEO will be a dynamic leader committed to MSP's Guiding Principles that state:

- *We are always advocates;*
- *We are client-centered;*
- *We act with integrity;*
- *We are collaborative; and,*
- *We are anti-oppression.*

Position: Reporting to and working closely with the Board, the CEO will oversee the organization's operations, strategies, and policies. The ideal candidate will have an entrepreneurial spirit and a history of managing finances, staff, Board governance and expansion, as well as creating and implementing strategic planning.

The CEO will be expected to extend the organization's reach into new communities by building relationships. Experience collaborating with peer organizations and public officials is critical. Together with the MSP Board and Senior Leadership Team, the CEO will advance MSP's mission by developing annual and long-term goals, supporting fundraising efforts to meet these goals, ensuring continued high-quality service delivery and cost-effective management of resources. The CEO will also manage and develop staff in an inclusive and respectful environment.

The CEO is the face and voice of MSP and a visible and relentless advocate on behalf of the organization. The ideal candidate will have a comprehensive knowledge of the issues surrounding domestic violence and human trafficking. They will be experienced and ready to

address policy and legal issues that affect the communities and individuals MSP serves, actively promoting and advocating MSP's work on local, state, and national fronts.

Responsibilities

Provide leadership for MSP maintaining its position as a leader in domestic violence and human trafficking policy and services, while adeptly directing the operations of the organization:

- Manage, support, and develop staff within a culture of inclusivity, transparency, and collaboration
- Cultivate a strong working relationship with the Board with timely and regular communications
- Engage the Board in meaningful participation that will boost a culture of fundraising, support, and engagement
- Work in collaboration with the Board to identify and recruit new Board members whose skills, interests and financial commitment will help further MSP's mission
- Promote the organization by serving as the chief spokesperson for MSP, as well as building and maintaining essential community and governmental relationships at the local, state, and national levels. Represent MSP on key community task forces, commissions, and other policy bodies, as appropriate
- In collaboration with the Chief Development Officer, lead the organization in fundraising activities and events, building and maintaining institutional, corporate, and individual giving
- In collaboration with the Finance Team, maintain financial oversight including annual budgets and quarterly financial reports; set short- and long-term financial goals and expectations
- Update, enhance, and implement MSP policies and procedures that improve the overall operations and effectiveness of the organization
- Oversee implementation of a creative communication strategy, including social media, that effectively conveys the mission, vision, and goals of MSP
- Work with the MSP Board and Staff on the next strategic plan

Qualifications

All candidates should have proven leadership, fundraising, and management experience as well as:

- Bachelor's degree in a related field required; advanced degree preferred
- Minimum of fifteen years senior level experience in the nonprofit sector and/or equivalent business experience, with at least 10 years in a senior management position with experience in the domestic violence/human trafficking arenas
- Strategic vision and the ability to provide clear and consistent leadership and advocacy for MSP to ensure its continued provision of high-quality services
- Strong track record of management skills to effectively oversee daily operations and the ability to delegate essential duties to meet the overall goals of MSP
- Ability to work collaboratively with staff, fostering collegiality and a positive work culture

- Proven success in identifying and securing funding/revenue sources; demonstrated ability to attract and sustain philanthropic funding and the ability to connect with those who support MSP
- Solid experience working with and supporting a Board of Directors, including board development and governance
- Substantial experience working with officials at the local, state and federal levels
- Business acumen and experience maintaining a financially stable and sustainable organization including budget preparation, analysis, decision making and reporting
- Experience in formulating policy and developing and implementing new strategies and procedures
- Exceptional oral and written communication abilities, including persuasive presentation skills to reach diverse audiences
- Strong interpersonal skills and ability to work effectively and form strategic relationships with a wide variety of stakeholders, including senior level corporate and philanthropic representatives and community leaders from law enforcement, the court system, and other related nonprofits
- Superior organizational skills with the proven ability to focus, prioritize and implement as well as address and solve problems as they arise
- A deep understanding and appreciation for the intersectionality between oppression, systemic racism and interpersonal violence including historic barriers in access to services and resources

My Sisters' Place is based in White Plains, NY and offers a competitive salary and benefits package. Salary is expected to be in the \$190k to 200k range.

My Sisters' Place values you, your growth, and your contributions. MSP believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society. People of color, people with disabilities, and members of the LGBTQIA+ Community are encouraged to apply. MSP policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

For more information about My Sisters' Place, please visit their website at www.mspny.org

To Apply: My Sisters' Place has retained the services of Harris Rand Lusk (HRL) to conduct this search. Inquiries, nominations, and applications may be directed in confidence to Miriam Martinez, PhD – HRL's Senior Director. *Send resume and cover letter expressing your interest in the role to ekirschner@harrisrand.com. The subject line of your email should read "MSP CEO"*