



Working  
Against  
Violence for  
Everyone

## Executive Director Job Description

**EMPLOYMENT STATUS:** Full Time, Exempt Employee

**SALARY:** \$75,000 - \$80,000 Depending on experience

**SHIFT:** Day shift with occasional nights and weekends

**REPORTS TO:** Board of Directors

**POSITION CLOSING DATE:** Open until filled

**LOCATION:** Petersburg, Alaska

The mission of Working Against Violence for Everyone (WAVE) is to support and provide advocacy for victims of domestic violence and sexual assault, and to promote relationships without abuse in the greater Petersburg area.

The Executive Director works closely with the Board of Directors, staff and community partners as the key management leader of the 501 (C)(3) agency. The Executive Director oversees all aspects of organization management: grant management and reporting, budgeting and fiscal management, program development and implementation, fundraising, personnel and volunteer management, direct service provision to participants, and community outreach. The ideal candidate will lead with a trauma-informed approach and be able to navigate the complexities of anti-oppression work within the community amid a diverse workforce and participant mix. They will have a strong passion for working to end domestic violence and sexual assault, possess creative thinking to leverage resources to achieve that goal, and be experienced in non-profit financial and grant management.

### GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with the Board to fulfill the organization mission.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
- 3) Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and statewide and community outreach with a trauma informed and culturally humble approach.
- 4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Benefits: Flexible paid time off; 13 paid holidays; paid self-care time; retirement (up to 4% match after one year of employment); vision, dental & life insurance premiums paid by WAVE, training and professional development opportunities.

To apply please submit letter of interest and resume to [apply@petersburgwave.org](mailto:apply@petersburgwave.org)

WAVE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.