



STRONGHEARTS
Native Helpline

Deputy Executive Officer Job Description

BASIC INFORMATION	
FLSA Status	Exempt
Provisional Period	180 days
Job Title	Deputy Executive Officer
Location	TBD
Funding Source	Grant Funded
Position Type	Full-time
Reports to	Chief Executive Officer
Supervises	StrongHearts Services Department Staff
Salary/Hourly Rate	TBD

GENERAL POSITION PURPOSE STATEMENT
<p>Organizational Summary: StrongHearts Native Helpline is a safe, anonymous and confidential helpline for Native Americans and Alaska Natives affected by domestic, dating and sexual violence. By dialing 1-844-7NATIVE (1-844-762-8483), nationwide 24/7, callers can connect at no cost one-on-one with knowledgeable StrongHearts advocates who can provide lifesaving tools and immediate support to enable survivors to find safety and live lives free of abuse.</p>

JOB SUMMARY
<p>The Deputy Executive Officer will collaborate with the CEO in developing, establishing, implementing, and evaluating operational initiatives, setting strategic goals and effectively guiding employees in implementing operational and strategic changes to best meet the needs of the StrongHearts Native Helpline operations and its constituencies. Assist in Grant Writing to craft funding proposals and reports in a clear and compelling manner.</p>

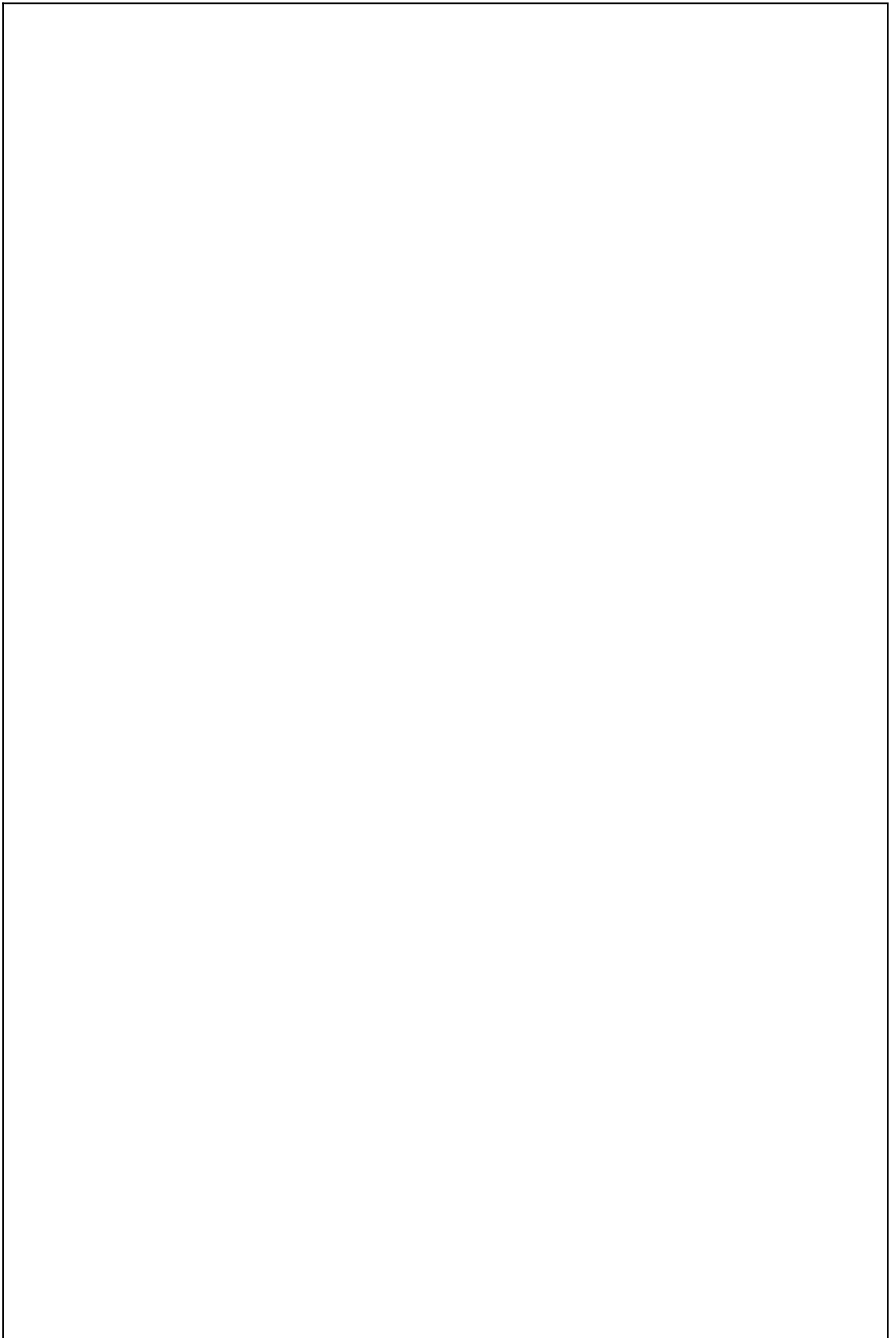
ESSENTIAL RESPONSIBILITIES, DUTIES AND ABILITIES

Organization Strategy

- Ensures that the organization and its missions, programs, services and staff are consistently presented in a strong, positive image.
- Execute strategy development process, including participating in the scoping and designing the overall process.
- Employ strategic resources to develop and assess options, ensure sound reasoning, and challenge assumptions.
- Support the implementation of creative solutions to guide group processes (e.g., managing conflict and encouraging alignment).
- Contribute to the identification and implementation of research and analytical work to support resolution-making, including statistical analysis and working with third party resources to develop analytical methodologies.
- Ensures the alignment of staff and resources to fulfill organization objectives. Plans, develops, implements, oversees and evaluates programs that enhance goals or initiatives as directed by the CEO.
- Makes recommendations to the CEO for program and/or strategy changes in order to meet programmatic goals; carries out implementation as approved.
- Builds, cultivates and maintains working relationships with external programs and internal departments that interact with StrongHearts operations.
- Serve as a mentor, manager, and coach to the Services department team leaders; inspire and support the department as a whole
- Support the development of external partnerships Tribal, State and Federal level that advance StrongHearts Programs.
- Stay abreast of trends and new developments in the nonprofit
- Oversee complex projects and participate in key decisions facing the organization.

Grant Management

- Write federal and/or state funded grant proposals, prepare applications, and maintain the existing governments grant calendar
- Meet funding deadlines for submission and interim and year-end reporting
- Ongoing Research for potential sources of foundation and corporate grants, governmental funding per month
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure the availability of funds
- Responsible for supervising fiscal and budgetary matters, including budget preparation, accounting, financial reporting, audit and long range financial planning. Ensure all funds, physical assets, investments, and property are appropriately safeguarded and administered.



Team Management & Leadership

- Responsible for oversight and management of the Service Department
- Ensure that all levels of the organization consistently produce high quality work products and regularly look for opportunities to improve the processes, and programs.
- Liaise closely with internal staff to co-develop and test strategy concepts and facilitate change management through effective communication and relationship management.
- Support the CEO with the day-to-day ownership of the strategic process and be responsible for catalyzing discrete bodies of work by providing project management, problem-solving support, and initiative leadership on cross-foundational strategy projects.
- Ensures that StrongHearts works with appropriate staff to manage personnel matters, including hiring, evaluation, staff development, disciplinary actions and recommendations for promotion and/or dismissal
- Leads and facilitates problem resolution techniques that promote positive working relationships both internally and externally.
- Leads and facilitates activities to strengthen internal and cross-team management and team building.

Outreach

- Represent StrongHearts through public speaking opportunities, written correspondence, participation in national conferences, committee appointments and other venues
- Work as a key member of the leadership team and actively represent and advocate in the community

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management

KNOWLEDGE AND SKILLS

Bachelor's degree in Social Services, Human Services or Business Administration

Minimum of five years progressively responsible leadership role, including experience in budgeting and managing government/private funding sources; experience hiring, terminating and supervising staff;

Must have experience in providing direct services to victims of domestic and/or sexual violence, human services, social services or related direct client services.

Must have experience working with American Indian and Alaska Native communities.

Knowledge of the history of the battered women's movement in the United States and the impact on Native Americans.

Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.

PHYSICAL AND SENSORY REQUIREMENT

The responsibilities of this position require certain physical and sensory abilities, which must be performed with or without reasonable accommodation.

Must be able to hear and speak clearly.

Ability to use hands and fingers on a keyboard and use a mouse.

Ability to clearly see and view the details of words, tables and images on a computer screen for long periods of time.

WORKING CONDITIONS

Position offers a hybrid work environmentThe working environment is a temperature-controlled office environment; periodic, with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.

BENEFITS

StrongHearts offers the work life balance, opportunities for growth and the upward mobility you've been searching for! Benefits include employer paid health, dental, vision, and life insurance benefits that begin two full calendar months after your official start date. Benefits also include generous paid time off so you can spend more time with your family and enjoy a positive work life balance.

StrongHearts is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. StrongHearts is a drug-free workplace.