

# **OREGON CRIME VICTIMS LAW CENTER**

## **EXECUTIVE DIRECTOR**

The Oregon Crime Victims Law Center ("OCVLC") is a non-profit organization that provides victims of crimes with free legal representation to assist them in enforcing their rights as crime victims in criminal cases, civil protective order cases, and in some related administrative proceedings.

OCVLC also addresses other victimization-related needs of crime victims directly (e.g., by helping them to obtain copies of police reports and other records) and indirectly (e.g., by referring them to social service agencies and sources of help with legal issues other than those handled by the OCVLC).

### **Position Summary**

The Executive Director is responsible for overseeing all aspects of OCVLC's operations, including implementation of Board policies, oversight of OCVLC staff and volunteers, victims' rights' case management and trainings, grant and other financial management. The Executive Director will report directly to the Board of Directors ("Board").

### **Specific Position Responsibilities**

#### **Board Relations**

- Work cooperatively with the Board of Directors in developing and implementing policies, procedures, strategies, and programs, and keeping the Board informed at all times of matters of importance.
- Coordinate and attend all Board and Board committee meetings, serving *ex officio* on all Board committees, and preparing and distributing agendas and minutes for meetings.
- Keep the Board informed of matters of interest and importance to OCVLC's work.

#### **Staff Management**

- Supervise OCVLC employees and oversee intern and volunteer programs in compliance with all applicable laws and regulations.
- Develop and implement training programs for OCVLC employees and volunteers in compliance with all applicable laws and regulations.
- Build a team environment to ensure minimal turnover of qualified and valuable staff.

#### **Leadership and Advocacy:**

- Advocate for the advancement of victim rights.
- Develop and direct legal, education, and legislative strategies for advancement of victims' rights.

#### **Finance & Administration:**

- Work with Board, staff, and OCVLC's accountant to coordinate the preparation of budgets and financial reports.
- Implement and maintain effective procedures for proper accounting, asset protection, and compliance with all applicable laws and regulations.
- Carefully monitor the operating budget.
- Negotiate and administer all contracts and leases, maintain adequate insurance coverage, and act as designated agent for OCVLC.

**Development:**

- Actively seek out and apply for grant funding
- Actively seek out, supervise, and support individual, corporate, and foundation support for OCVLC.
- Supervise and support all aspects of grant management including compliance with grant requirements.
- Recruit volunteers and oversee volunteer programs.

**Public Relations:**

- Serve as a spokesperson for and representative of OCVLC to the media, legal communities, political representatives, and other community groups.
- Coordinate the development and dissemination of all promotional and outreach materials.

**Professional Qualifications, Experience and Skills Required**

**Professional qualifications:**

Active membership in the Oregon State Bar, and eligibility for admission to the Oregon Federal District Court bar.

**Professional skills:**

Strong written and oral communication, including legal writing.

Strong organizational, management, and independent problem-solving skills.

Experience with non-profit administration, including board interaction.

Experience with victims of crime or other people who have experienced trauma.

Experience with, and/or knowledge of, the basic structure of the criminal-justice system.

Experience with, and knowledge of, grant application, administration, and reporting processes.

Ability to interact with diverse populations in a culturally responsive manner.

Familiarity with victim-related and/or other social-service agencies in Oregon a plus.

Proficiency with Word, PowerPoint, Excel.

Familiarity with basic bookkeeping functions, including data entry, cost allocation, bank-account reconciliation, and preparation of summary financial reports, using QuickBooks and/or Excel.

Familiarity with laws and regulations governing client confidentiality.

**Position's salary, benefits, location and hours:**

This is an exempt, full-time, salaried position, with a salary range dependent on experience and qualifications.

Benefits include 100% medical, dental, vision insurance for employees plus 50% for dependents; disability insurance for employees, and optional participation in a SIMPLE IRA with an employer match up to 3%.

This position is full-time, on-site, in OCVLC's office, located at 7412 SW Beaverton-Hillsdale Highway, Suite 209, Portland, OR 97225.

To apply, send cover letter and resume to Pam Madaus at [pam@ocvlc.org](mailto:pam@ocvlc.org).