



## **COURT WATCH MONTGOMERY, INC. EXECUTIVE DIRECTOR POSITION DESCRIPTION**

**COURT WATCH MONTGOMERY is seeking a new EXECUTIVE DIRECTOR (ED) to provide vision, energy and leadership in our efforts to make systemic changes in how our courts handle civil and criminal domestic violence cases.**

**OUR MISSION:** Court Watch Montgomery (CWM) works to reduce intimate partner violence by ensuring that victims have access to responsive justice and vital services so the violence can be stopped, quickly and permanently.

**ED REPORTS TO:** Court Watch Montgomery Board of Directors

**ED SUPERVISES:** Court Watch Montgomery staff (2 part time employees) interns (1-3 per semester), & volunteers (70, on a range of project teams).

### **DUTIES OF THE EXECUTIVE DIRECTOR**

#### **VISION AND MISSION ADVANCEMENT**

1. Works in partnership with the Board of Directors to develop CWM's strategic plan, including mission, vision, values, goals and annual objectives.
2. Provides leadership in developing organizational and financial plans with the Board and staff.
3. Communicates CWM's mission and vision to stakeholders and leads internal (e.g., Board, staff, volunteers, donors) and external teams in implementing the vision. External teams: Coalition work with other non-profits working on domestic violence to achieve goals such as opening of Safe Passage Center.

#### **EXECUTIVE RESPONSIBILITIES**

1. Acts as principal spokesperson, liaison and advocate with other organizations, vendors, partners, government agencies, and the media. Fosters relationships and pursues steps toward the achievement of our mission with local Administrative Judges, the Subcommittee on DV of the Judicial Conference of MD, the Chief Judge of the District Court, the Chief Judge of the Court of Special Appeals, and staff at the Administrative Office of the Courts in Annapolis.

2. Develops coalition partners for legislative campaign for judicial evaluations over the next 2-3 years.
3. Acts as Webmaster, and oversees/is responsible for using website and social media accounts (Facebook and Twitter) to (a) educate existing and new stakeholders; (b) communicate CWM priorities and findings; and (c) incentivize existing and new donors.
4. Works with Volunteer Coordinator on varied tasks including (a) strategic use of volunteers to monitor civil and criminal hearings; (b) entering data into Excel databases; (c) researching issues around judicial accountability; (d) interviewing and mentoring new volunteers and expanding our internship program while increasing diversity across both pools; (e) assisting with scheduling court monitors; and (f) other tasks and projects as they arise.
5. Works with Data Manager and Analyst to (a) ensure high quality data is collected, entered and analyzed in a timely fashion; (b) assess new sources of data (particularly those available under the MD Public Information Act); (c) incorporate new data sources into existing databases wherever possible; and (d) use statistical software to analyze and prioritize key issues.
6. Identifies key legislative opportunities and threats that impact CWM's mission and develops legislative strategies to address specific issues, to the extent possible given limited time and resources. Identifies opportunities to educate Montgomery County's state delegation about CWM and our mission. Assess ways to work with the delegation to further the CWM mission.

## **FINANCIAL MANAGEMENT & SUSTAINABILITY**

1. Oversees financial management of the organization, including (a) ensuring compliance with financial policies; (b) managing accounts, and (c) providing quarterly reports to the Board of Directors on the financial status of the organization.
2. Develops the annual budget, subject to approval by the Board of Directors.
3. Raises funds to support organizational operations from a variety of sources, including government, foundations, and individual donors.
  - a) Identifies and writes applications for foundation and government funding.
  - b) Nurtures and grows pool of individual donors. Handles year end campaign to approximately 500 prospective individual donors.
  - c) Devotes significant efforts to identifying new grant sources and developing a list of new priority projects in order to clarify fundraising goals.
  - d) Oversees donor tracking in Bloomerang software and uses Grant Station software to identify new opportunities for funding.
  - e) Supports the Board of Directors in its fundraising efforts.

- f) Oversees grant compliance.

## **GOVERNANCE**

1. Cultivates a strong, transparent working relationship with Board of Directors and provides accurate, complete and timely information on programs and finances.
2. Informs and advises the Board regarding current trends, problems and opportunities that are important to the organization's mission and operations.

## **OPERATIONS**

1. Manages all aspects of the organization's program based on the Board's strategic guidance.
2. Oversees the hiring, training, workflow, retention, professional development and performance reviews of staff.
3. Oversees the administration of payroll, accounting, state non-profit filings (including the 990 form annually), and taxes.
4. Recruits, hires and supervises staff, volunteers, and interns. Retains highly qualified personnel and administers an effective human resources system.
5. Ensures smooth day-to-day management of the organization, including execution of all contracts, grants, and agreements.
6. Ensures high level of program quality including regular tracking, evaluation and reporting on measures of success.
7. Ensures the legal integrity of the organization, monitoring compliance of the organization with all applicable laws and regulations.

## **QUALIFICATIONS**

- Knowledge of, and commitment to, efforts to stop intimate partner violence, particularly through systemic court reform.
- Ability to secure grants, steward existing individual donors and grow our donor base.
- Communicate effectively with multiple audiences through the use of multiple channels.
- Experience in financial planning and budgetary oversight.
- Excellent interpersonal and communications skills.
- Effective at fostering collaboration.
- At least three (3) years of experience in non-profit advocacy or other work to end intimate partner violence.

- Exhibit the drive to expand the diversity of the composition of our volunteer, staff, intern and Board.
- Ability to travel within the state, as needed, to work with other non-profits and court administrators.

### **SALARY**

Negotiable, depending on time commitment, funding and other factors.

### **TO APPLY**

Please send a cover letter and resume to Court Watch ED Search Committee at [EDsearch@courtwatchmontgomery.org](mailto:EDsearch@courtwatchmontgomery.org). Please include ED Search in the subject line. Ideally, you will share in your cover letter how your experience can help Court Watch achieve our goals.

**As approved by the Court Watch Montgomery Board of Directors on October 14, 2019.**