



New Position Announcement Co-Executive Director at Saheli

Saheli is a 501 © 3 non-profit organization dedicated to supporting South Asian women who are survivors of domestic violence. We seek a co-Executive Director to work 20 hours per week as a team with the existing co-ED for domestic violence prevention. Saheli serves the Greater Boston area with our office being located in Burlington, MA. Our mission is to empower South Asians to lead safe and healthy lives. With over 22 years of experience, Saheli offers a range of free and confidential services geared specifically toward the challenges faced by South Asian immigrant families.

Saheli provides services in the areas of domestic violence, career and economic empowerment, physical and mental health resources, safety plans, legal and immigration assistance, and social and cultural volunteer opportunities.

Saheli is run by 8 active Board members, 8 part-time staff members and volunteers. The co-Executive Director (co-ED) will be expected to coordinate activities across the organization and work closely with her/his colleague, have the ability to effectively delegate activities, be energetic, creative and enthusiastic about team work. The Saheli co-EDs primary area of focus will be financial management. She/he will provide strategic and organizational leadership, increase outreach to the South Asian community, document and communicate Saheli's accomplishments, and mobilize resources towards the organization's sustainability.

The ideal candidate will have a background in financial management of a non-profit organization as well as a passion for gender equity, social work, stopping domestic/intimate partner violence, and community development. She/he should demonstrate expertise with managing staff, interacting with both domestic violence survivors and community members, and leading as the face of a mission-driven South Asian organization. The co-ED's main priorities for this position will be to oversee Saheli's financial management systems, work closely with the treasurer to ensure that financial systems are compliant with its 501 © 3 status, systematize a range of financial operations, work with a team to manage a state contract, and oversee the work of a book keeper. She/he will also work with a team to raise funds by writing to foundations, working with the community and helping to organize major fundraising events. She/he will work with staff, board and members of the advisory committee. She/he will ensure that financial and billing systems are complying with all state and IRS requirements. The ideal candidate will possess excellent financial management and communication skills, have a commitment to excellence, uphold the mission of the organization and demonstrate grace under pressure and a tolerance for ambiguity.

Responsibilities include

- Monitoring and evaluating the organization's financial portfolio and communicating results to board, staff, volunteers and supporters.
- Managing Saheli's accounting and financial reports using QuickBooks.
- Interacting with bank officers, payroll offices, and state contract managers.
- Supporting Saheli's *Economic Empowerment Programs*, which include adult literacy classes, programs for girls, and financial aid to low income women.
- Managing a variety of Saheli's projects by working with the Treasurer, staff and volunteers.
- Cultivating and coordinating relationships with Saheli's Board of Directors and Advisory Committee.
- Developing a monthly financial statement for the Board.
- Managing Saheli staff engaged in the financial portfolio– direct oversight, manage vacation and paid time off, maintain staff schedules and conduct regular performance evaluations.
- Completing domestic violence advocacy training within six months of appointment
- In partnership with the co-ED, building and enhancing the organization's public profile through speaking engagements, social media, and participation in the South Asian community.
- Assisting with fund development including cultivating donors and writing solicitation letters
- As a part of a team, researching and writing grant applications to foundations, state and federal agencies, and reporting on grants.
- As a part of a team, assisting with organizing events including a biennial fundraising gala, smaller fundraising initiatives and other development activities.
- Working with the co-ED to identify and create professional development (training) opportunities for staff, Board members and volunteers, and attending training at other agencies
- Assisting the President with the development of the organization's Annual Report
- Developing program budgeting for several grant funded programs and supporting strategic planning.
- Assisting with additional projects on an as-needed basis.

Criteria for selection

- A Master's degree in a relevant field of work (financial management, accounting, book keeping, public policy, public administration, social work, public health, non-profit management, business, communications) or a BA with at least 5 years experience in a leadership role
- Experience working in a non-profit or community-based organizational setting
- Passion for and knowledge of women and gender issues, particularly intimate partner and domestic violence
- Knowledge of accounting, budgeting, grant writing, financial reporting, and organizational reporting
- Excellent oral and written English communication skills
- Ability to publicly represent the organization to community members, supporters and donors
- Familiarity with Microsoft Office programs (Word, PowerPoint, Access and Excel), online social networking (Facebook, LinkedIn), QuickBooks, donor databases and other donor software knowledge a plus
- Creativity, attention to detail, flexibility and leadership capabilities
- Proficiency in a South Asian language a plus
- Cultural understanding of the South Asian community a plus
- This is a 20 hour/week appointment, with flexibility to work from home
- Be available to work on one or two weekends per month.

Please send cover letter and CV to Secretary, Ms. Gouri Banerjee at gouri@saheliboston.org

Position is open till filled. Salary commensurate with experience.

Saheli does not discriminate against people based on gender, age, religion, ethnicity, disability, marital status, or sexual orientation.

Saheli, P. O. Box 1345, Burlington, MA 01803 | www.saheliboston.org | Facebook: saheliboston