VERMONT
CENTER FOR CRIME VICTIM SERVICES

EXECUTIVE DIRECTOR

BASIC FUNCTION

Direct and manage all functions of the Vermont Center for Crime Victim Services (VCCVS), in accordance with goals and policies set by the Board of Directors.

Note: VCCVS is a state agency, the employees are not state employees.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate all of the specific programs, services and operating systems of the Center. Center programs include the Victim Compensation Program, the Victim Assistance Program, the Restitution Unit and Victim Assistance Academy.
- Develop and modify programs, services and systems in collaboration with the Board of Directors, and in accordance with Board directives and guidelines. Monitor all Center activities and operations.
- Work with the Board in clarifying the overall mission of the Center and in defining long-term goals and short-term objectives. Provide administrative leadership and staff support to the Board and its committees, attend Board and committee meetings as requested, and perform a wide range of Board liaison functions.
- Play a key leadership role in research, design, development, and evaluation efforts related to the crime victim services, programs and projects conducted or sponsored by the Center.
- Direct and/or prepare various federal and state grant applications and reports; monitor compliance with funding agency requirements. Oversee all aspects of grant program implementation and administration.
- Direct and oversee all financial management functions of the Center, oversee Center efforts to expand funding sources.
- Direct and oversee all personnel management functions of the Center. Directly manage several senior staff.
- Direct and oversee all contracted services.
- Monitor relevant state and federal legislation affecting victims of crime. Disseminate to victims, victim service programs and advocates.
- Testify before legislative bodies on issues affecting crime victims. Prepare legislative proposals that expand or enhance victim services and rights.
- Represent the Center working closely with a broad range of state and federal agencies, community organizations, businesses, media, and individuals in carrying out various public information, public policy development, programming, grants management, and general administrative functions. Serve as principal Center liaison to key federal and state agencies.
- Represent the Center to national and regional organizations with similar goals and interests and attend various professional meetings and conferences.
- Direct and administer appropriate recordkeeping and reporting systems pertaining to all areas of responsibility and prepare/supervise a variety of reports for internal and external use.

- Direct, coordinate and assist as appropriate with the research, writing and editing of written materials used by the Center and press releases.
- Oversee the maintenance of facilities and equipment, ensuring safety and security employees and visitors, as well as the protection of property.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of approximately 22 employees.

SUPERVISION RECEIVED

General direction is received from the Board of Directors.

QUALIFICATIONS

Bachelor's degree in criminal justice, victimology or other pertinent discipline, with master's degree in administration desirable, plus 7 to 10 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong interest in and knowledge about crime victim issues and support services, and commitment to the specific mission and goals of the Center.
- Good understanding of and relevant experience in working with federal, state and community agencies and organizations involved with or relevant to victim services, including law enforcement, criminal justice and human service delivery systems in Vermont.
- Strong program and operations planning/evaluation, administrative, organizational, fiscal and personnel management, community relations, and general leadership skills.
- Experience working with a Board of Directors in a non-profit setting desirable.
- Strong writing/editing skills.
- Ability to represent the Center to and deal effectively with a broad range of outside individuals and organizations. Good public speaking/presentation skills.

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This outline illustrates the type of work that characterizes the Job Classification. It is not an all-encompassing statement of the specific duties and responsibilities of, and qualifications for, the individual positions assigned to the Classification.