

## **NARIKA calls for applications for the post of Executive Director**

Narika is a non-profit organization that was founded in 1992 to address the problem of domestic violence in the South Asian community. Narika addresses the unmet needs of abused South Asian women by providing advocacy, support, information, and referrals within a culturally sensitive model, which includes treating the women who seek our services as sisters rather than as clients. We serve women who originate from the South Asian countries of Bangladesh, Bhutan, India, Nepal, Pakistan, and Sri Lanka. NARIKA thrives on the support of the volunteers and local community in San Francisco Bay area.

### **Job Description and Requirements**

Narika seeks a dynamic individual with the leadership skills and vision to direct a growing organization. The Executive Director will supervise staff, manage ongoing programs; oversee fiscal operations; represent the agency and facilitate community relations and inter-agency collaborations. The Executive Director reports to the Board of Directors.

### **Programmatic Responsibilities**

The Executive Director is responsible for managing NARIKA programs and delivery of services with the help of staff and volunteers.

1. Ensures quality and continuity of services to clients
2. Leads staff in managing on-going programs as well as works with the Board in developing new programs
3. Promotes and supports broad participation of volunteers in all areas of NARIKA work
4. Maintains all relevant official records and ensures compliance with federal, state and local laws
5. Supervises program data collection, analysis and evaluation
6. Keeps the Board posted of significant developments and trends in the field

### **Fiscal Responsibilities**

The Executive Director will work with the Board, the Budget Committee and staff in preparing NARIKA budget, manage grants related projects.

1. Assists the Board in general and the Treasurer in particular in preparing annual budget
2. Ensures that NARIKA operates within budget guidelines
3. Verifies the bank account reconciliation regularly with the Treasurer
4. Monitors monthly cash flow and payroll processing
5. Complies with the generally accepted sound accounting principles
6. Works closely with the President and Secretary of the Board to maintain all official correspondence and jointly executes legal documents with designated officers

### **Grants Management and Fund Raising Responsibilities**

The Executive Director assists the Board in fund development activities and manages grants and grants-related projects.

1. Manages and maintains NARIKA relationships with donors
2. Assists the Board in event planning for fund raising
3. Researches and identifies potential funding organizations
4. Prepares grant proposals and complies with the proposal solicitation process
5. Manages grants, prepares periodical progress reports and re-applies for grants, as necessary
6. Creates, updates and submits Memorandum of Understanding to grantors as needed

### **Administrative Responsibilities**

The Executive Director is responsible for all aspects of human resources management:

1. Manages people, both paid staff and volunteers
2. Is responsible for hiring staff in consultation with the Board
3. Supervises and evaluates staff performance
4. Assesses staffing needs constantly, develops position descriptions, recommends compensation
5. Maintains harmonious work atmosphere that attracts diverse staff of top quality
6. Motivates staff and volunteers in carrying out NARIKA activities

### **Community Relations and Outreach Responsibilities**

The Executive Director will act as a liaison between the Board and staff as well as the community

1. Ensures that the board is kept fully apprised of the developments in programs, staff issues and concerns including fiscal and personnel
2. Publicizes all activities of NARIKA, its programs and goals and establishes sound working relationships and cooperative arrangements with other Domestic Violence and Shelter providers
3. Leads as the spokesperson for NARIKA with the external world including local and state governments
4. Connects and collaborates with South Asian community at large including cultural organizations such as India Community Center and Pakistani Cultural Center and religious institutions such as Temples, Gurudwara and Masjid
5. Manages NARIKA relationship with media, traditional as well digital, by proactively sending periodic updates and press releases for events

The Executive Director of NARIKA, in short, shall maintain a complete oversight of people, programs, policies and resources.

### **Required Qualifications:**

1. Minimum of 5 years experience in leading a non-profit organization in social services sector at the level of director or higher

2. Bachelor's Degree in social science and/or public policy required; Masters Degree preferred.
3. Excellent computer skills, including MS WORD, EXCEL, ACCESS and PowerPoint
4. Strong managerial and supervisory skills
5. Demonstrated leadership ability in strategizing and coalition building
6. Excellent written and oral communication skills
7. Strong initiative and ability to work independently as well as cooperatively with the Board, staff, volunteers and other community agencies
8. Ability to maintain professional boundaries with the Board, staff, volunteers and clients
9. Familiarity with a South Asian language and culture

### **Desirable Qualifications**

1. Experience in grant writing and fund raising
2. Empathetic understanding of domestic violence issues especially in the context to race, class, gender and sexual orientation
3. Strategic thinking abilities

Completed personal resume, two personal references, two work references and one brief sample of writing (a grant application, an article, etc.) limited to 1-4 pages should be sent to the [Boardadmin@narika.org](mailto:Boardadmin@narika.org). Please indicate "Application for the Post of NARIKA Executive Director" in the subject line. Both personal and work references should also reach the [Boardadmin@narika.org](mailto:Boardadmin@narika.org). The position will be open until filled.