

# EXECUTIVE DIRECTOR



COALITION to STOP  
VIOLENCE AGAINST  
NATIVE WOMEN

The Coalition to Stop Violence Against Native Women (CSVANW) seeks a visionary Executive Director to lead the organization in building and strengthening social, political, and economic environments in which violence against Native American women no longer exists. This is an exciting opportunity to systemically address root causes of violence (i.e. racism, sexism, classism, and other oppressions) against vulnerable Native people and work with an incredible team and membership to strengthen the movement and mobilize communities towards healthier families and healthier communities.

## About the CSVANW

**VISION:** Healthy Families, Healthy Communities

**MISSION:** To stop violence against Native women and children by advocating for social change.

**HISTORY:** Organized in 1996 by three founding Native women, Peggy Bird (Kewa), Darlene Correa (Laguna Pueblo) and Genne James (Navajo), the Coalition to Stop Violence Against Native Women (CSVANW) was created to provide support to other Native advocates working in domestic violence, sexual assault, dating violence, stalking and sex trafficking in New Mexico's tribal communities. Their single goal: to eliminate violence against Native women and children.

**CSVANW TODAY:** CSVANW is an award winning organization that has and continues to demonstrate the most effective, creative and innovative ways to address and prevent the cycle of violence within tribal communities. CSVANW works to address domestic violence, sexual violence, sex trafficking, child abuse and neglect, and teen dating violence. Violence is interconnected and can be seen as a symptom of larger systemic social problems within families and our communities. CSVANW believes addressing the social challenges faced by Native women and children is only possible through the destruction of silos and the forging of strong partnerships between organizations and individuals across our communities. CSVANW is focused on shaping policy, conducting outreach, increasing awareness, informing priorities and working to ensure that tribal communities are represented within conversations where they have historically been underrepresented.

Over two decades later, CSVANW continues to be a resource for training, advocate support, technical assistance and policy advocacy. CSVANW has also aided in supportive collaborations with tribal leadership to further develop and promote tribal, federal, state and local legislation, and policies that cultivate best-practices for responding to violent crimes against Native women and children.

## Duties and Responsibilities

## The Position

## Who are we looking for?

## Key Responsibilities

With a staff of 12, CSVANW is governed by Board of Directors comprising tribal agencies, state directors, substance abuse prevention organizations, business and community leaders and members of important ally/stakeholder groups. The organization's annual budget is approximately \$1.2 million. CSVANW is financed through member dues, federal grants, training, and funds raised through a variety of private sources, including individual contributors, corporations, foundations and special events.

CSVANW seeks a leader with an informed passion for ending violence against Native women and a record of accomplishment in leading complex community based organizations. The successful candidate will build upon CSVANW's extraordinary past and will harness the full power of their staff and coalition members to advance CSVANW's thought leadership and strengthen the mission and vision of the organization.

### **A thoughtful, energetic, and compassionate leader:**

- Who recognizes, values and promotes indigenous knowledge and values.
- Who has knowledge and/or experience working with New Mexico tribal governance and communities.
- Who supports a strength based approach in all programming by honoring the wisdom of their team and community members
- Who is committed to building relationships with humility, appreciation and pragmatic approaches that build a stronger movement across sectors (i.e tribal, state, county, city, etc.)
- Who promotes and supports shared leadership with their team.
- Who has abundant good humor, honesty, and patience.
- Who understands trauma-informed approaches and actively promotes self care and healing.

### **Accountable to the Board and working in partnership with membership, the Executive Director will:**

- Work collaboratively and advocate passionately and effectively with a diverse group of member programs to engage in CSVANW's four core areas; community support, technical assistance, training, and policy advocacy.
- Oversee all programs, services, activities, finances, strategic plans and personnel decisions to ensure program objectives are met.
- Strong financial management and oversight expertise.
- Stewarding relationships with existing public and private funders and identifying/building relationships with potential new funders.
- Oversee the expansion and diversification of financial support from individuals, foundations, corporations and the public sector.
- Protect and strengthen CSVANW's brand by deepening and refining all aspects of communications, from social media presence to external relations (press releases, presentations, etc.)
- Elevate CSVANW's standing as a national thought leader in the movement.
- Provide sound fiscal management and grants administration, oversee all financial systems, and ensure fiscal accountability and integrity.
- Seek opportunities to deepen CSVANW's values related to social justice, equity, and intersectionality.

## Experience and Attributes

- Develop materials and regular reports for the Board of Directors and oversee the preparation of the annual budget for Board approval.
- Coordinate staff input, as needed, for the development and/or modification of organizational policies and procedures that are approved by the board (e.g., personnel policies, accounting manual, records retention).
- Communicate organizational vision and strategy to staff, members, donors, and the public.
- Maintain a work culture that values work-life balance, self-care, professional development and camaraderie to attract, retain, and motivate a diverse staff.
- In collaboration with CSVANW staff, work with member programs to (1) strengthen advocacy practices, (2) develop strategic community partnerships that promote racial, social, and reproductive justice, and (3) explore innovative models of violence intervention and prevention.
- Be/become knowledgeable of the ways in which working with people who have experienced trauma, domestic violence and sexual assault, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
- Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.

A combination of work/education and life experiences that demonstrate an understanding of domestic and sexual violence and how they intersect with other forms of oppression. Demonstrated knowledge and a minimum of five years work experience in one or more of the following:

- o a social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- o grass-roots or community organizing efforts addressing social inequities.
- o non-profit organizational leadership and management.
- Extensive experience supervising management and administrative personnel.
- Experience with grant writing and fund development.
- Excellent oral and written communication skills, including: negotiations with funders and donors, delivering presentations, and effective networking.
- Demonstrated ability to work effectively in partnership with a governance board.
- Utilize computer equipment and software and other electronic devices to perform work effectively and efficiently are desirable. Working knowledge of Microsoft Word, Excel, Powerpoint is required. Database management software is desirable.
- Experience working with New Mexico tribal communities/clientele; cultural sensitivity to the needs and distinct tribal and cultural ways of life.
- Most essential duties are performed in an office environment.
- Must be able to work outside of normal business hours, including evenings, weekends, early mornings, and overnight.
- Travel in and out of state. Use of personal vehicle will be required for in-state travel, must possess a valid driver's license and proof of auto insurance.
- Will occasionally require lifting of heavy materials and equipment up to 25 pounds.

## Working Conditions

## Compensation

CSVANW offers competitive salaries, excellent benefits, vacation, and a pleasant working environment. CSVANW staff is dedicated to promoting an environment of collaboration and workplace flexibility.

Position: Executive Director – Albuquerque office

Reports to: Board of Directors

Classification: Exempt

Compensation: CSVANW Executive Director's salary range is \$75,000 - \$100,000.

The Executive Director's salary offer will be competitive and based upon the applicant's level of experience and satisfaction of the qualifications listed above.

The Executive Director's benefits package includes vacation, health, dental, vision, disability, gym membership support and life insurance.

## How to Apply

Submit your cover letter, resume or curriculum vitae, and writing sample (maximum length one page) that you believe best expresses your commitment and passion for this position to:

CSVANW Search Committee at [info@roanhorseconsulting.com](mailto:info@roanhorseconsulting.com).

If you have questions about the position please contact

Olivia Roanhorse at: [olivia@roanhorseconsulting.com](mailto:olivia@roanhorseconsulting.com)

Final candidates may be asked to submit additional writing samples and documents.

### **Application deadline is December 20th by 5:00 pm.**

Any applications received after this date will not be considered. Applicants invited to an initial interview will be expected to participate either in-person or online video (Zoom, Gotomeeting).

Estimated start date for the Executive Director is late January/early February 2020.

CSVANW deeply values diversity and is committed to the recruitment and retention of individuals of underrepresented backgrounds, including gender, race, religion, and sexual orientation. CSVANW is an equal opportunity employer and we strongly encourage and seek applications from women, people of color, immigrant, bilingual and bicultural individuals, as well as members of the LGBTQI communities. CSVANW is committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws.

*Roanhorse Consulting, LLC is coordinating the search for the Coalition to Stop Violence Against Native American Women. [www.roanhorseconsulting.com](http://www.roanhorseconsulting.com)*

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