

Haven House, Inc., Sandoval County's only domestic violence and advocacy shelter is seeking motivated, dynamic Executive Director to supervise and manage all aspects of the organization. Haven House provides safety and resources to men and women (and their children) affected by domestic violence.

A successful candidate will demonstrate these abilities:

- Implement trauma-informed practices in all aspects of agency operations;
- Lead, mentor, and model collaborative team efforts of program staff and participants with flexibility and compassion;
- Effectively communicate verbally and in writing, and use data for program evaluation and planning purposes;
- Adhere to foundational principles of the agency including values, mission, policies and procedures;
- Actively engage with all facets of the community to promote and enhance support of agency mission and goals.

**Requirements:** Master's degree in a human service-related field or bachelor's degree with one (1) year experience in a human service-related field. Must pass medical TB test with negative outcome. Satisfactory clearance of criminal background check and a current valid driver's License is required.

**Job duties:** The Executive Director is the Chief Executive Officer and manages all professional affairs of Haven House. Works closely with the staff, volunteers and the Board of Directors. Responsible for strategic planning, fund development (grants), public relations. Assist with budget and audit preparation. Attend board meetings & fundraising events. Serves as the public face of the agency to funding sources, government officials, donors, and the community at large. Directly supervises: Finance Director, Shelter Program Manager, Billing Supervisor and Clinical Director. Indirectly supervises all other staff and volunteers.

Haven House is in Rio Rancho, NM (Sandoval County), the state's fastest growing community.

***Please send resume and letter of interest by email to:***

Andrea Rogers, Board President [arogers@amac.us](mailto:arogers@amac.us)

***Due to our current work volume, we cannot take or return phone calls related to this ad.***

INTERVIEWS WILL BEGIN FEBRUARY 2020.

**Haven House is an equal opportunity employer.**