



EXECUTIVE DIRECTOR

About Manavi:

Founded in 1985, *Manavi* (meaning “primal woman” in Sanskrit) is a New Jersey-based women's rights organization dedicated to ending all forms of violence against South Asian women. Manavi ensures that women of South Asian descent can exercise their fundamental right to live a life of dignity that is safe and free from violence. Manavi's programs include direct service provision, grassroots organizing for social change within the community, informing mainstream institutions in the US about how to better serve South Asian women, and bringing South Asian women's voices to policy conversations. *Manavi* is the first organization in the U.S. to focus on violence against women in the South Asian community.

Manavi is a membership-based organization and strives to function with minimal hierarchy. Organizational work is informed both by staff as well as volunteer collectives. All work at *Manavi* centralizes both the empowerment of survivors of violence as well as community education to promote social change to end violence against women.

Position Responsibilities

Under the oversight of the Board of Directors, the Executive Director is responsible for overall management and operation of *Manavi*, and protection of the organization's financial assets while ensuring compliance with applicable grantor, federal, and state requirements.

The Executive Director is responsible for program and organizational administration, fiscal management and fundraising, staff development and supervision, and community relations and coalition-building. The Executive Director plays a crucial role in ensuring that the organization continues to receive input and guidance by volunteers and community members, while maintaining its primary objective of supporting women who face violence in their lives.

The Executive Director's main areas of work include:

Program Oversight: Oversee implementation of strategic plan, along with staff and volunteers; Oversee annual program planning with staff members; Support collective accountability/decision-making process, and coordinate quarterly program evaluation process (to be conducted by staff); Oversee all documentation of services statistics, and quarterly evaluations (to be completed by women accessing services). The Executive Director may also take on individual advocacy work as needed.

Fiscal/Administrative Management: Oversee all administrative and financial operations, including payroll, authorization of expenses and checks; annual budget planning process, and annual audit; Oversee bookkeeping and financial reports; Carry out and/or oversee all grants administration and communicate with funders as needed; Liaise with financial, legal, and organizational advisors; Negotiate services and terms and, with Board review, execute contracts with supply and service vendors, consultants, and benefit plan providers.

Fundraising/Development: The Executive Director is the primary person responsible to carry out and oversee all activities related to grantwriting and raising funds from a combination of government resources, private foundations, corporations, and individual donors; Develop organizational fundraising plan in conjunction with staff and volunteer collective;

Staff Development and Supervision: Oversee all aspects of personnel coordination (such as hiring/firing, performance evaluation process) in conjunction with the Personnel Committee of the Board of Executive Directors; Coordinate staff development and training opportunities; Oversee personnel policy management/development.

Community Relations: Represent *Manavi* in community-based settings, coalitions, and other events as needed; Oversee all organizational communication (e.g., newsletters, position papers); Locate and coordinate community resources that can support *Manavi* and that *Manavi* can support.

Qualifications

- Experience in, dedication to, and knowledge of work on ending violence against immigrant women (preferably in the United States), with a strong preference for experience in individual advocacy for women.
- Experience working in a non-profit setting (community-based setting preferred), with specific experience in fundraising, and fiscal and administrative management.
- Well-organized, detailed, self-directed, highly motivated, with strong ability to prioritize and handle multiple tasks effectively.
- Experience with public speaking and presentations to a variety of audiences required.
- Commitment to leadership development, shared power, and consensus decision-making.
- Commitment to *Manavi*'s philosophy, which includes a commitment to ending all forms of violence against women (racism, classism, homophobia, casteism, etc.)
- Ability to work flexible hours (including some evenings and weekends).
- Ability to travel to attend conferences, training, and other events as required, to develop proficiency in fulfilling the responsibilities of the position.
- Proficiency in at least one South Asian language preferred.
- Proficiency in Microsoft Office (including MS Word, Excel, Access, PowerPoint) - required and familiarity with accounting software (such as QuickBooks) - preferred.
- Bachelor's degree required; Master's in related area preferred.
- At least five years' experience in nonprofit operational and financial management, or related areas preferred.

Application Process

The application deadline is January 20, 2012, with a projected, flexible start date of March 1, 2012. The application should include a cover letter, resume, 1-2 page writing sample, and three references. Please send applications by email to:

edsearch@manavi.org

NO PHONE CALLS, PLEASE