



Sexual Assault Nurse Examiners

**COURAGE | COMPASSION | ACTION**

## **JOB DESCRIPTION**

**JOB TITLE:** EXECUTIVE DIRECTOR  
**REPORTS TO:** SANE Board of Directors  
**JOB STATUS:** Exempt, Supervisory, 35 hours/week

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### **JOB PURPOSE:**

The Director will oversee the development and implementation of all administrative, fiscal, and programmatic aspects of the non-profit Albuquerque Sexual Assault Nurse Examiners (SANE) Collaborative. The job requires experience with budget and financial management, grant writing and fundraising, and management of both program and staff. Financial acumen is a core function of the position.

### **ESSENTIAL FUNCTIONS**

- Assure Alb SANE has long-range strategies to meet its mission.
- Provide leadership in developing programs and financial planning.
- Coordinate and support the Alb SANE Board of Directors' plans and activities.
- Maintain records and processes to ensure compliance with federal, state, local, and financial regulations.
- Maintain a working knowledge of significant developments and trends in the field of interpersonal violence, forensics, and nursing practices relating to sexual assault and domestic violence.
- Supervise staff, Office Manager and Clinical Coordinator and grant-funded positions, and support the team of SANE nurses and SANE Medical Director

### **SPECIFIC DUTIES**

#### **Strategic Vision and Leadership:**

- a. Collaborate with the Board to refine and implement strategic planning that is aligned with Alb SANE's mission, budget, staff and programs. Cultivate transparent sharing and communication with the Board about finances, programs, staffing, and current issues influencing Alb SANE.

- b. Provide inspirational leadership and direction to the Alb SANE team of staff and nurses as well as collaborating with city and state agencies and direct services providers.

**Development:**

- a. Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- b. Actively participate in and oversee the development and implementation of a comprehensive fundraising strategy, working closely with the Board of Directors, its committees and other constituents in support of Alb SANE.
- c. Apply for and manage grants and contracts to support Alb SANE activities.

**Operations:**

- a. Ensure the delivery of quality services while managing for current and future growth.
- b. Support and guide Alb SANE staff and nurses.
- c. Facilitate interagency collaboration and communications with internal staff and external co-responding agencies; create and promote a positive, multicultural work environment that supports Alb SANE mission and operations.
- d. Oversee the financial day-to-day operations and management of Alb SANE, including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place and setting financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff. Support an annual audit.
- e. Proactively interact and serve as a liaison with state and local governmental agencies, funding organizations, and other agencies that share responsibility for sexual and domestic violence patients.
- f. Oversee and update Alb SANE policies, procedures and regulations that affect its operations.
- g. Utilize best practices and trends in the nursing, interpersonal violence, and forensic sciences to develop, implement and grow programs and services, and assure that all programs developed are of professional quality and provided in an ethical manner by qualified and competent staff.
- h. Ensure that sound HR practices are in place and that staff evaluations are current.
- i. Execute legal documents after consulting with the board and/or the appropriate Board committees.
- j. Serve as point person for media requests and legislative issues.

**Meetings:** The Director will attend and support Board meetings of Directors (3<sup>rd</sup> Tuesday of even-numbered months) and Board subcommittee meetings as identified; lead monthly SANE Staff meetings (3<sup>rd</sup> Thursday of every month), and will coordinate with Alb SANE staff to ensure multiple community Multi-Disciplinary Team/Sexual Assault Response Team (MDT/SART) meetings have full participation of Alb SANE. The Director is responsible for representing Alb SANE by joining professional groups that contribute to meeting the needs of the patients of Alb SANE and the organization's status in the community.

## **KNOWLEDGE, SKILLS, and ABILITIES**

- Minimum of a BA, with an advanced degree in related field preferred
- Minimum of 4 years of management experience, with prior non-profit or healthcare program administration preferred
- Prior fiscal management required with demonstrated ability to set, meet, and report financial statements and priorities
- Grant writing and reporting, experience with fundraising
- Strong organizational and problem solving skills, which demonstrate sound decision making
- Strong coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; abilities to persuade, negotiate, and resolve conflict
- Demonstrated presentation, public speaking, and communication skills
- Experience in staff hiring, management and retention
- Familiarity and/or relationships with New Mexico funding and program agencies and the New Mexico legislative process would be helpful

## **MINIMUM JOB REQUIREMENTS**

- Driver's license and access to personal vehicle
- Ability to pass a criminal background check
- Ability to work flexible hours, including evenings

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## **ALBUQUERQUE SANE MISSION**

The Albuquerque SANE Collaborative serves individuals who have experienced sexual or domestic violence by providing prompt, compassionate, culturally sensitive, and comprehensive medical treatment and forensic documentation by nurse experts within a coordinated community response.

## **ALBUQUERQUE SANE VALUES**

- **Supportive:** involved, flexible, courteous, and seeks solutions.
- **Service Oriented:** responsive, accountable, and meets the needs of customers and staff.
- **Patient-centered:** mindful of patients' feelings and decisions, non-judgmental, ensures patient confidentiality and safety, and incorporates intersectionality in serving patients.
- **Demonstrates Integrity:** open, transparent, committed, honest, and professional.
- **Respectful:** collaborates with stakeholders, demonstrates fairness, and values diversity.
- **Excellence-Driven:** follows Alb SANE policies and procedures, fiscally responsible, represents Alb SANE in the community, shows initiative and problem solving skills, uses best practices, and ensures positive patient outcomes.