



Agency History

Tri-County S.P.E.A.K.S. (Sexual Violence / Prevention / Education / Advocacy / Knowledge / Services) Sexual Assault Center (TCS – formerly known as People Against Rape, or PAR) is a private, nonprofit 501(c)3 that began in 1974 by a small group of community-minded individuals who recognized that survivors of sexual assault were not being served well. They formed PAR and began providing accompaniment and other outreach services to the tri-county area (Berkeley, Charleston, and Dorchester counties). Since that small, all volunteer agency opened, TCS has grown tremendously and now offers many different programs including prevention, advocacy, and support services to adult survivors of sexual assault and abuse in the tri-county area.

TCS is governed by an all-volunteer Board of Directors and operates with a budget of about \$600,000 annually, not inclusive of reserves. The budget is composed of funding from governmental and nongovernmental sources.

Currently, there are ten employees, and over 50 volunteers and independent contractors who provide a broad range of services. These services include staffing a 24/7 crisis hotline, hospital accompaniment, information, referrals, advocacy in the criminal justice system, court accompaniment, community education, and follow up with survivors as well as support groups and trauma-focused, evidence-based individual therapy. For more information, please visit tricontyspeaks.org

TCS is seeking an Executive Director. The qualifications and position description, including how to apply, are contained in the following pages.

Mission Statement

Tri-County S.P.E.A.K.S. Sexual Assault Center provides essential services to victims and survivors of sexual violence and educates and engages the community in awareness and prevention of sexual assault in Berkeley, Charleston, and Dorchester counties.

Tri-County SPEAKS is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, and bias based on a person's ethnicity, religion, sexual orientation, gender, national origin, ability status, veteran status, or marital status.



POSITION DESCRIPTION: Executive Director (ED)

FUNCTION: The ED leads and drives the agency’s vision and strategy and is responsible for implementing the strategic goals and operational policies of Tri-County SPEAKS (“TCS”), as specified by the Board of Directors (“Board”). The ED is supervised by and reports to the Board. This includes operational responsibility and supervision of TCS staff and programs, as well as general responsibility for executing TCS’s mission and any other duties as assigned by the Board.

MANDATORY QUALIFICATIONS:

- A master’s degree in human services, such as social work, public health, counseling, public administration, business management, or a related field with a minimum of three (3) years of executive management experience in victim services, sexual violence advocacy preferred. A bachelor’s degree and 7+ years equivalent experience will be considered. Demonstrated effectiveness in grantsmanship, fund development, fiscal management, personnel management, community organizing, public relations, and program management.
- Necessary Knowledge and Skills: Knowledge about gender-based violence, especially sexual violence; advocacy, and knowledge of appropriate resources. Management and organizational skills. Fundraising and grantsmanship. Budgeting and fiscal management. Oral and written communication skills. Understanding of and willingness to work with diverse people and groups. Self-directed. Willingness to take initiative and accomplish job responsibilities with minimal supervision. Ability to foster collaborative working relationship with board of directors. Meeting facilitation and strong public presentation skills.

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RESPONSIBILITIES:

Public & Community Relations

- Represents TCS to the community through direct involvement and public relations programs, including personal contact, literature, and media and community education programs.
- Assists in informing and interpreting local and state legislation.
- Oversees all communications and marketing.
- Responds to requests for information release and press conference from the media or designates another spokesperson or source of information.
- Writes press releases and other media communications to advocate and highlight TCS' services.
- Establishes and maintains relationships, (unless the ED provides direct services this is unnecessary) the community, TCS employees, public interest groups, governmental entities, such as law enforcement, prosecutors, medical, education and other professionals.
- Serves on appropriate community committees.
- Creates public relations strategies that inform public opinion and promote TCS's services and work.
- Ensures TCS's Website and social media content is updated and maintained consistently.
- Confers with staff to identify trends and group interests.
- Provides advice on business and organizational decisions; and
- And other duties as assigned by the Board.

Fundraising and Resource Development (I added Resource Development because the work plans calls for things that are technically not fundraising)

- Works with the Board of Directors to devise a fund development strategic plan. Then works closely with the Board's fundraising committee to implement the plan. Assists in planning and implementing fundraising events such as an annual giving campaigns.
- Developing inventive ways to attract, build, and maintain donors in service area.
- Assisting the Fundraising Committee in the coordination of fundraising and special events.
- Meeting with prospective donors and supporters on a regular basis to establish relationships as well as effective communications and community collaborations.

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- Ensure communication with and recognition of donors.
- Oversees grant seeking, including research, proposal writing, and reporting requirements.
- Makes public appearances and speaking engagements to share information about TCS within the community and make financial appeals.
- Works with the Fundraising Committee to keep the Board fully informed of development activities.
- Oversees fundraising database and tracking systems.
- Oversees gift/grant acknowledgement.
- Work collaboratively with the board fund development committee and other ad hoc fundraising committees to ensure the success of their initiatives.
- Works with the Fundraising Committee to create publications to support fundraising activities, including e-newsletters, end of the year campaigns, and annual reports; and
- Other duties as assigned by the Board.

Financial Management

- Works with the Board Treasurer and Operations Manager to prepare then manage the Board-approved annual budget.
- Coordinates with Board Treasurer and Operations Manager for monthly reconciliation of income and expenses.
- Makes regularly scheduled financial reports to the Board Treasurer and assures financial records are maintained in compliance with the financial policies and procedures of TCS and audit requirements.
- Fundraises for and develops other revenues necessary to support TCS's mission.
- Ensures the fiscal integrity of TCS by submitting to the Board a proposed annual budget and monthly financial statements, accurately reflecting the financial condition of the TCS and anticipating operating within the approved budget.
- Ensures maximum resource utilization and maintenance of the TCS in a positive financial position; and
- Other duties as assigned by the Board.

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Leadership & Management

- Ensures ongoing program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Recommends timelines and resources needed to achieve the strategic goals.
- Engages and energizes TCS's volunteers, Board members, event committees, alumni, partnering organizations, and funders.
- Communicates with and supports the strategic plans of the Board.
- Hires, leads, mentors, develops and retains TCS's high-performance team through regular staff and individual meetings.
- Evaluates all program components to measure accomplishments and successes in compliance with funding requirements that are communicated to the Board and other constituents.
- Administers all operations responsibly and effectively.
- Signs all notes, agreements, MOU's and other instruments entered into and on behalf of TCS following applicable Bylaws & Financial Policies; and
- Other duties as assigned by the Board.

Direct Services & Program Development

- Works with the Board and staff to ensure TCS's mission is fulfilled through programs, strategic planning, and community outreach.
- Implements programs that carry out TCS's mission.
- Works with the Board to create an operational strategic plan that ensures TCS can successfully fulfill its mission into the future.
- Ensures quality and comprehensive services are given to all appropriate clients and stakeholders.
- Evaluates services in relation to specific goals and standards and recommends modifications where appropriate.
- Plans and prepares annual programmatic goals and objectives with input from the Board and staff; and
- Other duties as assigned by the Board.

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General Administrative

- Designs and recommends policy, as it relates to community, legislative, and strategic planning, to the Board for review and approval in formulating policies.
- Ensures implementation of Board-approved policies.
- Retains chief administrative responsibility for TCS's public and legal accountability, as well as for regular reporting to various bodies and maintenance of TCS facilities.
- Any other duties as assigned by the Board.

Responsibilities to the Board

- Assists in developing long and short-term plans for TCS programs and services.
- Interprets, educates, and informs the Board of trends in field(s) of service by maintaining involvement in professional development.
- Assists in providing orientation and training programs for the Board as requested.
- Reports staff and TCS activities at regularly scheduled Board meetings; and
- Any other duties as assigned by the Board.

TO APPLY: Send a cover letter, resume, and references to Vickey Cornelison at cornelv@musc.edu. Please use 'TCS APPLICATION' in the subject line of your email. Cover letter should specify experience with sexual assault advocacy. Position is open until an ideal candidate is identified.

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