

CHIEF EXECUTIVE OFFICER

Position CEO

Location Saginaw, Michigan

Reporting Relationship Board of Directors

Website www.undergroundrailroadinc.org

COMPANY BACKGROUND/CULTURE

Underground Railroad, Inc. is a nonprofit corporation serving all residents of Saginaw County who are victims of domestic violence, sexual assault, stalking and human slavery. Since 1977, Underground Railroad, Inc. is the only provider of emergency shelter, services, leadership and programs to end domestic and sexual violence in the community.

Our Mission:

Empower survivors and create a culture of safety and respect in our community

Our Goals:

- Provide services for survivors of domestic violence, stalking, sexual assault and human slavery
- Assume the leadership role for eliminating violence against women within our community
- Maintain adequate facilities, staffing, equipment and resources to support our programs
- Diversify and expand funding sources to enable the corporation to adapt to the changing political and economic environments
- Enhance and expand community understanding and support for our mission

Philosophy:

Underground Railroad, Inc. recognizes that abuse is damaging to individuals and to society as a whole. The philosophy of the corporation is that abuse is rooted in a social structure that produces significant inequities in roles, relationships, resources, and power between women, men, and children. Abuse is criminal conduct, which cannot be tolerated. Prevention through education, advocacy and appropriate intervention is the ultimate goal. All victims should be provided safety and must be treated with dignity and respect.

POSITION SUMMARY

The CEO is responsible for the overall strategic and operational leadership of the organization. Provides leadership, strategy and direction toward the achievement of Underground Railroad, Inc. mission, vision, values, goals and objectives by working with the Board of Directors and acting as liaison between the Board and staff employees. The CEO is directly accountable to the Board. This position requires high-level collaboration and influencing skills to achieve high performance. In addition to driving programs and controlling expenses, the CEO is expected to participate in and provide leadership across the organization, while improving our capabilities and performance with all constituencies. The successful candidate will possess skills that balance **internal management** responsibilities with the **external visibility** that is vital to achieving the strategic goals of Underground Railroad, Inc.

KEY RESPONSIBILITIES

General Corporate Responsibilities

- Leads the departmental directors to ensure all departments are operating successfully and collaboratively and in compliance with Underground Railroad, Inc. bylaws and articles of incorporation.
- Serves as Ambassador of Underground Railroad, Inc. to the public, all stakeholders, government officials, the Board of Directors, staff and volunteers.
- Leads the organization in all aspects of daily operations, strategic development and implementation, fiscal oversight, and employee management.
- Supports operations, administration and the mission of Underground Railroad, Inc. in conjunction with the board of directors. Advises and informs board members, manages board member terms, cultivates diverse board member relationships and membership, interfaces with board members and staff, supports the process of evaluation of the CEO.

- Oversees yearly budget and audit for board approval and manages the organization's resources within budget guidelines according to current laws and regulations.
- Establish appropriate annual and long term financial objectives and manage to consistently achieve these goals.
- Represent Underground Railroad, Inc. to diverse governmental, civic and community organizations as well as professional and academic communities, including speaking engagements.
- Attract, develop, support, reward and retain highly skilled and high performing management professionals.
- Work closely with the senior leadership team to develop strategies that address both current and future needs of Underground Railroad, Inc. including programming, advocacy, education, technology and facility planning.
- Regularly coach and annually evaluate direct reports to maximize performance.

Fund / Resource Development & Community Relations

- Establishes strategies to approach funders and volunteers, maintains and upholds current relationships with existing funding and volunteer partners. Writes and submits proposals in partnership with the Development Department. Assists in managing gift processing, fundraising records and documentation. Identifies, cultivates and manages donor development.
- Lead the development department in the ongoing efforts dedicated to the Annual Giving, Special Events, Endowment Fund, Major Gifts and Planned Giving.
- Develop and manage the application and continuation of grant and contract support. Ensure compliance with the policies and procedures of those grant and contractual obligations and when not congruent with the agency operations or mission, address such issues in the interest of the agency and its betterment.
- Collaborates with all for-profit and non-profit community partners.
- Commitment to creating diversity to help build racial equity where all races and ethnicities are accepted and included and disparities are eliminated.
- Assures Underground Railroad, Inc. mission and programs are consistently and accurately marketed and communicated to relevant stakeholders.
- Seeks opportunities for public speaking to advocate for Underground Railroad, Inc. mission to the greater community.
- Leads outreach to the larger community and maintains leadership skills, generates and cultivates partnerships for collaboration, mentors emerging leaders, and seeks to understand and promote the mission, vision and values for Underground Railroad, Inc. at all times.

Board Relations

- Ensure effective communication to and between the Board of Directors and various committees about evolving organizational issues and progress toward the organization's goals and objectives.
- Work with the Board to formalize a strategic plan and modify as appropriate. Establish financial and other performance measures and report progress against the plan on a regular basis.
- Provide leadership in identifying Board development needs, and in the identification, recruitment and orientation of new Board members.
- Actively participate in appropriate standing committee meetings. Assist with operational planning and coordinate communication among the various committees.

PROFESSIONAL EXPERIENCE & EDUCATION/QUALIFICATIONS

- Bachelor's degree in Business Administration, Social Work, or applicable field of study with at least 5 years in business management with a non-profit or its experience equivalent.
- MBA or similar advanced degree with experience in leadership non-profit positions highly desired.
- Demonstrated communication skills necessary to lead an organization with a strong public presence. Proven donor development and grant writing/management experience.
- Expert knowledge and understanding of domestic violence and sexual assault. Its causes, service delivery models, methods of prevention, treatment, and its sociological consequences.
- Verifiable ability to manage top-level staff and the financial affairs of an organization.
- Exceptional capacity for managing and leading people; a team builder who has experience in establishing effective working relationship with staff, volunteers, Board of Directors, community service agencies, other social service groups.
- Vision to seek out new promotional avenues to support fundraising and program objectives.

- Exceptional written and oral communication skills – inspiring, professional and credible.
- Strong demonstrated fundraising experience with the ability to engage a wide range of stakeholders.
- Ability to work independently in an efficient and effective manner.
- Available to work evenings and weekends as required.

HR COLLABORATIVE CONTACTS

Please direct any questions or applications to:

Debbie Lockwood

HR Business Partner

616-443-8414

debbie.lockwood@hrcollaborative.net

PLEASE APPLY FOR THE CEO POSITION ONLINE

PART TIME STORE CLERK

Underground Railroad Resale - Saginaw, MI 48601

Part-time (approx. 20 hrs. per week), hourly

Underground Railroad Resale is currently seeking two Store Clerk positions. Clerks are responsible for maintaining the store in a clean and safe manner, assisting customers, sorting and pricing items, stocking shelves and operating the cash register.

General Responsibilities:

Assist customers as necessary.

Sort, price and stock donated merchandise when appropriate.

Maintain the store in a clean and safe manner.

Assist Manager with front window and other store displays.

Operate cash register when necessary.

Be able to lift up to 50 pounds.

Maintain confidentiality at all times.

Read appropriate program and policy manuals (URR SOP, Personnel Policies, Computer SOP, etc.).

Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for shoppers and co-workers.

Adhere to, promote and enforce all rules, policies and recommending changes as appropriate or necessary.

Maintain a professional, courteous and helpful demeanor at all times when working at or representing the URR.

Maintain positive communication with co-workers, guests, children and all others who come in contact with Upscale Resale.

Attend relevant conferences, trainings and meetings as required.

Allow flexibility in scheduling and job function.

Other tasks as assigned by supervisor.

Qualifications and Skills Required:

A minimum of a high school diploma, GED and/or experience in retail sales. Knowledge and experience of sales, customer relations and window design helpful. Possess a valid Michigan Driver's License

Please send resume and cover letter to sbaker@undergroundrailroadinc.org by July 26th, 2017 for consideration. No calls please.

RESIDENTIAL ADVOCATE

Underground Railroad Inc. - Saginaw, MI 48601

Part-time

Part-time hourly entry level position providing support and crisis intervention services to survivors of domestic and sexual violence in a shelter setting. We are searching for a staff member with a varied work schedule for 1st and 2nd shifts with 3rd shift fill-in, approximately 3 days per week.

General Responsibilities:

Respond to crisis, information and referral calls.

Provide guest support, crisis intervention, and maintain stability of the house and pet shelter.

Conduct guest intakes and departures.

Provide on-call assistance to TSH & PSH residents.

Facilitate/arrange emergency responder on-call requests from police and hospitals.

Maintain cleanliness and minor maintenance of residential areas.

Maintain availability to guests to provide for their needs.

Restock paperwork and supplies as needed.

Provide guest assistance in completing routine chores, and when necessary complete chore.

Coordinate and prepare shelter meals for guests.

Assist with in-kind donations.

Keep up-to-date on domestic violence, stalking and sexual assault issues, laws and community resources.

Provide referrals for survivors as needed.

Record client services on appropriate documentation forms.

Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.

Assist with training of new staff and volunteers.

Attend all scheduled staff and program meetings.

Allow flexibility in scheduling and job function.

Maintain confidential files and keep confidentiality of crime victims.

Attend conferences and workshops as deemed appropriate by supervisor.

Maintain respectful attitude toward program participants and co-workers.

Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.

Any other duties assigned by Supervisor.

Qualifications and Skills Required:

Professional Skills: Minimum of two years college in a Human Services curriculum and /or a survivor of domestic violence, sexual assault or stalking.

Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.

Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.

Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.

Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.

Possess a valid Michigan Driver's License.

Fax cover letter & resume: Attn. Kari Tanney @ 989.755-3006 or email to ktanney@undergroundrailroadinc.org. No phone calls please.