



## Executive Director

Annual Salary Range: \$100,000 - \$130,000

**An experienced individual to support Empower Tehama's mission and provide overall direction, leadership, and coordination for all programs and services.**

Open Until Filled

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Empower Tehama is a nonprofit organization in rural Northern California. Our mission is to promote healthy relationships and social change in our community. We offer many services for individuals and families affected by domestic violence and sexual assault, including crisis intervention, support advocacy, legal services, housing assistance, and counseling.

**About the position:** The ideal candidate will have experience in day-to-day management and oversight of the organization, ensuring compliance with operational standards set by funding and regulatory sources; Maintaining effective relationships with government officials, community organizations, program partners, and various funding sources; Providing overall leadership, control, and direction for personnel; Managing, developing, and evaluating human service programs, preferably in the fields of domestic violence and sexual assault; Leading and managing personnel in a strengths-based environment; Ensuring sound fiscal and organizational systems; Researching, developing, writing and submitting grant proposals; Managing contract/grant program delivery, compliance, and reporting; Developing, implementing and reviewing budgets, policies and procedures; Providing information and support for the Board of Directors; Collaborating with Board of Directors and staff to develop annual and long-range plans, goals and objectives for ET.

**This position requires:** A Bachelor's degree, Master's degree preferred, in Social Work, Business Management, Business Administration, or Non-profit Management; An understanding of victims of domestic violence and sexual assault issues; Knowledge of trauma, trauma response, secondary trauma, and trauma-informed service delivery; Strong and active listening skills, professional phone etiquette, sound decision-making, attention to detail and a non-judgmental attitude; Proficiency in Microsoft Outlook and a working knowledge of Microsoft Word and Microsoft Excel.

**We invite you to use your strengths and experience** to improve access, service delivery, and outcomes for survivors and their children. If you want to make a real difference – for your voice to be heard – this may be a good opportunity.

This position is **full-time** (40+ hours per week). Staff may be required to work weekends and/or after-hours.

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### Benefits

**Vacation** (2 weeks); **Sick** (2 weeks); **Holidays** (15) for a total of **6.5 weeks paid time off**

**Insurance:** Medical (80%); Dental and Vision (50%); Life insurance (100%)

**Retirement Plan:** 100% match up to 3% of salary

To apply, please email your cover letter, resume and application (available on our website, [www.empowertehama.org](http://www.empowertehama.org)) to [HR@empowertehama.org](mailto:HR@empowertehama.org).



Empower Tehama is a California At-Will Employer  
and an Equal Opportunity Employer