



The Center for Anti-Violence Education seeks Executive Director

Job Description

I. What is The Center for Anti-Violence Education?

The Center for Anti-Violence Education (CAE) is a community based organization that develops and implements comprehensive violence prevention programs for individuals and organizations. Through a combination of education, physical empowerment and leadership development, CAE provides underserved communities throughout the New York metropolitan area with skills to break cycles of violence and to defend themselves against racist, homophobic and misogynist violence.

CAE's programs focus on women, girls and LGBTQ communities, with a special sensitivity to the needs of survivors. Participants build the skills and strength to heal from, prevent and counter violence. CAE does this work to actively create a peaceful, just and equitable world.

Since its founding, CAE has been driven by a set of core principles that inform our work even as they evolve to meet the needs of the day. Following is a description of CAE's cornerstone values:

Building the voices of women, LGBTQ communities and youth is the foundation. Founded in in 1974, Brooklyn Women's Martial Arts – which then became The Center for Anti-Violence Education in 1989 – grew out of the protest movements of the late 1960s and early 1970s. It is a feminist organization with a commitment to building leadership and fostering activism.

CAE is multi-racial, anti-racist and anti-heterosexist. Always guided by a commitment to addressing the different forms of oppression that lead to violence, CAE has long used trainings, discussions and special programs to turn their anti-racist anti-heterosexist commitments into reality to create an organization that is truly accessible to people from diverse backgrounds and identities.

LGBTQ issues are central to CAE's work. Lesbians and transpeople have always played central leadership roles at CAE, and CAE is committed to working in alliance with the broader LGBTQ community. CAE's programs are uniquely sensitive to the needs of different LGBTQ communities and in the last few years has expanded and deepened their work in LGBTQ communities throughout

New York City – most recently through a new program to reduce violence in the lives of LGBTQ homeless youth.

CAE is inclusive of all people along the Gender Spectrum. Transgender, gender non-conforming and intersex people face disproportionate discrimination and violence. We are committed to ending violence against these communities as part of our larger efforts to stand up against gender-based violence.

CAE's programs are uniquely sensitive to the needs of survivors. CAE's programs empower survivors to regain a sense of power and wellbeing, while breaking through the shame and isolation caused by violence. Staff stress the right of each individual to protect themselves if they are being disrespected, threatened or abused. At the same time, we emphasize that if you are experiencing violence, it is not your fault.

CAE's youth programs are dynamic. The programs for pre-teen and teen women and trans-youth nurture their leadership development and provide opportunities to become teachers within CAE's programs. Staff members encourage youth to find their own voices and to realize their own individual potential and community connections.

CAE programs are economically accessible. Sliding scale fees and free childcare reflect our bedrock commitment to women, teen women, girls, LGBTQ communities and families of all socio-economic backgrounds. Workshops and courses for organizations are also offered on sliding scale fees, making our work in the community uniquely accessible as well.

CAE promotes the leadership of all participants. CAE members teach and learn from each other and create generations of new teachers and leaders. Over the years, CAE has trained more than 200 new self-defense teachers and have encouraged thousands of young people to actively participate in their communities.

CAE's programs impact people throughout New York City and nationwide. Over the past 42 years, CAE has offered violence prevention, self-defense and empowerment workshops at schools, workplaces, shelters, rape crisis centers, domestic violence groups, youth agencies, after-school programs and countless other community organizations. CAE is an invaluable resource to groups in every New York City neighborhood and to communities beyond our own city.

CAE is a community. From the youngest children to seniors, each person is honored as part of the rich tapestry and power of collective strength. Together, CAE members and staff create a community that supports the healing and strengthening of our minds, bodies, and spirits. CAE gets power from diversity – across ages, racial and ethnic backgrounds, sexual orientation, gender expression and socio-economic status – and knows that CAE is most vibrant and effective when all are working together.

These principles are reflected in the ways that CAE staff and members teach and learn: with deep respect for themselves and each other. This creates seriousness, compassion, strength and integrity in all aspects of daily life.

II. CAE's Staff and Board

CAE currently has a strong and passionate staff who works hard to carry out the above mission. They are a multiracial group and have intersectional conversations on a regular basis. Self-care is encouraged and supported in this work; feelings are given space and can be expressed. They enjoy the legacy of a long history in the movement with a strong reputation in the field. They are resilient, responsive and creative. They value strong women-led leadership and a consistency of systems. The staff is fully engaged in thinking and dreaming about ways to make CAE even bigger and better. In addition to core staff, there are a number of per diem staff who teach various workshops and classes.

The board of directors is also engaged and active. They take the lead on fundraising activities and care about the mission and the staff and make their strategic decisions accordingly. The board values and supports the ED and the work that she does and she has come to rely on their judgment and their vision. They are members of the New York City community and are comprised of activists and former students at CAE, members of not-for-profit, philanthropic, legal and financial institutions. They see the bigger picture and make their recommendations from that vantage point.

III. What will the executive director do?

The work of the Executive Director includes the following priorities and responsibilities therein:

A. Leadership & Management

- Actively work to ensure a healthy, collaborative workplace and organizational culture;
- Oversee staff meetings, trainings and retreats;
- Promote and invest in professional development opportunities for all levels of staff;
- Support the Leadership Team in managing staff, including providing support in the hiring, retention and removal of team members, as needed;
- Work with the Leadership Team to maintain shared working knowledge of the status and progress of programs and operations.

B. Programs & Advocacy

- Work in thought-partnership with the Director of Programs to ensure the successful strategic development and implementation of CAE's programs;
- Develop strategy for supporting and sustaining CAE's research and policy work;

- Support the Director of Programs in developing new programs and partnerships, as needed, and in ensuring that all programs are both responsive to community needs and aligned with CAE's mission;
- Develop a robust action strategy, action steps and appropriate organizational and programmatic responses following state and local policy changes and events affecting our participants;
- Assess and evaluate the impact of CAE's programs within the communities we serve

C. Resource Development & Financial Management

- Expand CAE's individual donor base through a diligent process of research, identification, cultivation, solicitation and acknowledgement;
- Ensure a steady, healthy pipeline of foundation funding through reviewing grant proposals, conducting site visits and maintaining relationships with foundation funders;
- Cultivate relationships with city and state officials to sustain and grow CAE's government funding
- Grow revenues from CAE's annual fundraising events – the Prom You Always Wanted and Ten for Ten Campaign, identifying and cultivating corporate and individual sponsorships;
- Manage CAE's financial and human resource operations, including monitoring expenditures and income during the year in close partnership with the Bookkeeper and Board Treasurer.

D. Internal Organizational Development

- Oversee strong and consistent administrative systems and practices, including payroll, human resources, insurance, IT and others, as needed;
- Oversee CAE's infrastructure growth and strengthening through the strategic growth of staff and the expansion of the Board
- Work with the Bookkeeper and the Board Finance Committee to prepare for and oversee annual audit.

E. Create an Organizational Vision

- Work with the Leadership Team of staff and the Board to establish a strategic vision for CAE each year, including integrating program and operational priorities into a single organizational plan;
- Establish and maintain a clear vision for CAE's programs and CAE's policy goals and objectives up to an including setting an organizing agenda.

F. Manage Board of Directors

- Work in collaboration with the Board of Directors to develop CAE's annual budget and fundraising plan and to identify and implement fundraising strategies that ensure resources adequate to meet the annual budget
- Work with the Board of Directors to grow CAE's funding sources
- Manage and maintain a strong working partnership with the Board of Directors, including regular open communication and organizational updates, the development and support of committees and the identification and cultivation of strategies for bringing forth their best ideas and support of CAE;
- Prepare materials for Board meetings and an annual Board retreat, working with the Board Chair to plan and implement agendas in a timely fashion.

G. Communications and Community Relations

- Ensure the coordinated, consistent and effective communication of CAE's brand through its printed materials, online presence and public presentations;
- Identify and promote opportunities for CAE's thought leadership around the organization's core issues, including through speaking engagements, publications, strategic deployment of social media and engagement of traditional media;
- Develop and maintain strong relationships with all CAE program partners, institutional partners and external stakeholders;
- Represent CAE at relevant meetings, events, and conferences, including participating in governmental initiatives, roundtables and committees;
- Handle media requests and determine when and how the stories of CAE's participants can be elevated by such media.

IV. What are the leadership/cultural competencies we are seeking?

- Respects and values racial, ethnic, class, sexual orientation, ability and gender differences.
- Is well steeped in a vision of social justice and community transformation.
- Respects the values of community organizing and community building.
- Has an analysis of violence and the role of anti-violence education in the current political landscape
- Has a belief in a "culture of giving" and engaging all throughout the staff and organization in fundraising
- Is a relationship builder with some degree of charisma;
- Is down to earth, humble, accessible and trusting - and an active listener

- Possesses the ability to be decisive yet flexible, adaptive and collaborative
- Has a vision for the future for CAE and experience with an associated implementation plan

V. What are the professional qualifications we are looking for?

The successful candidate will have the following program-related qualifications:

- A demonstrated commitment to raising funds via foundations, government sources and major donors.
- A demonstrated commitment to working in a program with many off-site programs.
- An understanding and expertise in developing and/or working with systems that guide internal infrastructure needs. This includes databases, manuals, etc.
- An understanding of communications and marketing and how it can be linked to fundraising as well as public relations efforts and organizational messaging.
- A working knowledge and respect for media, on-line social media and generally how to bring more visibility to CAE.
- A knowledge of the communities in which CAE currently functions and ability to build partnerships and alliances with new organizations.
- An ability to be a good communicator with staff and board; someone who understands the need for and practices good internal communications.
- Experience leading a staff through a change process, dealing with growth, and building a team..
- A respect for the history of CAE, its founder and founding principles
- A demonstrated ability to build relationships with and value a diverse staff and to develop them to their fullest potential.
- Excellent writing and public speaking skills.
- At least 5 years senior level experience incorporating fundraising, supervision, budget development and programmatic work.

- Humor, patience and ease!

VI. Compensation etc.

The salary for this position is very competitive for a small grassroots organization and commensurate with prior experience. There is a good benefits package and a liberal time off policy.

VII. How to apply:

Please mail a current resume and a cover letter addressing your interest in this position. Please email to CAESearch@gmail.com.

All questions related to the search can be addressed to Ellen Gurzinsky, Search Consultant, via email to CAESearch@gmail.com.

The Center for Anti-Violence Education does not discriminate in its hiring practices. All people of color, LGBTQI people and women are encouraged to apply.