



Liberty House Job Announcement

Deputy Chief Executive Officer

Full-time - 40 hours

Compensation: Negotiable, depending upon experience

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Deputy Chief Executive Officer

The Deputy CEO (DCEO) provides assistance to the CEO in executing the ongoing strategic initiatives of the organization. Specifically, the Deputy CEO will be a thought partner to the Chief Executive Officer (CEO), serves as a key member of the Leadership Team, and provide leadership and consultation to the CEO. She/he is also responsible for maintaining a positive, cooperative relationship with partnering agencies other providers, community leaders, and funders. In the absence of the CEO, the DCEO acts in the CEO's place.

Primary Duties

- Works with the CEO to oversee operations, functioning, performance and strategic vision/planning for all programs and services for the organization, including:
 - Clinic services including multidisciplinary team participation
 - Mental Health trauma-focused therapy program
 - Community Engagement, including fundraising/resource development/private grants
 - Prevention Education
 - Fiscal/financial performance including government grants
 - Legal department (subpoenas for records/witness appearance)
 - Accreditation/relationship with the National Children's Alliance
 - Membership in the Oregon Child Abuse Solutions, the statewide network, including legislative and public policy work
 - Board of Directors recruitment, training, support, involvement, and retention
 - Administration including HR and Executive Team development and coaching
- Serve as a senior-level thought partner and mentor for the organization as a whole.
- Assists in representing the organization to the public, board and partners.
- Working with the CEO, help ensure that the program planning, development, implementation, and enhancement of Liberty House functions effectively and efficiently.
- Oversee the development and administration of Liberty House policies and procedures.
- Attend all meetings of the Board of Directors and the Executive Committee.
- Provide support to the CEO on special projects and serve when required in the CEO's place.

- Exercise decision-making authority as determined by Board policy and under the direction of the CEO.
- Work with a wide range of partners from the public, private and voluntary sector.
- Assist in the management of organizational structure and procedure, staff development, and risk management principles.
- Ensure resource allocation is mission-related and mission-enhancing
- Assist in all aspects of financial systems: develop, present and oversee budget; analyze financial reports, payroll, purchasing and other fiscal activities.
- Works closely with the Chief Financial Officer to ensure that tax, fiscal, grant & other reports are submitted in a timely manner.
- Assist in securing funds through community relations activities, oversight of grant writing/management, collection of fees for services, contract development, donation solicitation & organization of special events.
- Assist in managing public relations and marketing efforts.
- Act as resource for problem solving within the organization.
- Works with the CEO and Chief Administrative Officer (CAO) in overseeing Human Resources for the organization.

Qualifications:

Education and Experience:

- Bachelor's degree in related discipline required.
- At least five years' management experience involving policy development, program or section administration, budget development, and hiring and firing staff.

Other Qualifications:

- Excellent written and verbal communication skills in English. Capable of public speaking and making presentations.
- Excellent project management skills
- Trustworthy with high integrity.
- Ability to think creatively and analytically and suggest new approaches to problems. Able to see the big picture yet appreciate the details.
- Develop and maintain collegial working relationships with the CEO and other members of the Leadership Team.
- Demonstrate effective leadership in reaction to stressful situations involving conflict and resolve them productively

Effective October 18th, 2021 Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.