



**Empowering Youth to End  
Domestic Violence**

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[www.breakthecycle.org](http://www.breakthecycle.org)  
[www.thesafespace.org](http://www.thesafespace.org)

## **Executive Director Job Description**

### **Our Work**

Break the Cycle is a national nonprofit organization with offices in Los Angeles and Washington, DC. Break the Cycle's mission is to engage, educate and empower youth to build lives and communities free from domestic and dating violence. We envision a world in which young people have the rights, knowledge and tools to achieve healthy, nonviolent relationships and homes. Our organizational values include: *Innovation, Integrity, Respect, Resourcefulness, Young People Themselves, and Our Community*. Every action, decision, program activity or other initiative we undertake must be consistent with our mission, vision and values. It must also aim to further Break the Cycle's goals of: *Educating Youth, Encouraging Youth Activism, Advocating for Systemic Change, Meeting Our Budget, Maintaining Our Budget, and Preserving the Institution*.

### **Job Summary**

Located in the organization's Los Angeles office, the Executive Director guides the strategic direction, mission and vision of Break the Cycle nationwide. The Executive Director serves as the "umbrella" over the organization's national management team, and as the primary link to the Board of Directors, ensuring coordination of efforts and goals. S/he reports directly to the Board of Directors, and directly supervises the Deputy Director and Director of Development.

### **Essential Responsibilities**

Responsibilities of the Executive Director (as they relate to the organization's goals) include, but are not limited to:

#### Goals: Advocating for Systemic Change, Educating Youth & Encouraging Youth Activism

- Supervising, reviewing the performance of, and providing big picture strategic input to the Deputy Director and her/his oversight of the Program Directors.
- Remaining aware of and well-versed in organizational progress toward programmatic strategic objectives and goals.

#### Goal: Meeting Our Budget

- Supervising, reviewing the performance of, and providing big picture strategic input to the Director of Development and her/his oversight of fundraising and communications initiatives and the development department staff.
- Cultivating and sustaining relationships with major individual and corporate donors.
- Serving as the lead public representative of Break the Cycle in events, the media and other fundraising and public relations efforts.

#### Goal: Maintaining Our Budget

- Working with the Deputy Director to write and monitoring adherence to organization's annual operating budget.
- Reviewing and approving major expenditures.

### Goal: Preserving the Institution

- Serving as primary organizational liaison to the Board of Directors, including providing regular reporting to the Board, participating in Board meetings and committee meetings, and cultivating relationships with new and prospective Board members.
- Guiding and monitoring adherence to strategic goals and vision.
- Managing major organizational decisions and crisis situations.
- Cultivating relationships with community members, including prospective volunteers and supporters, in order to build awareness of and commitment to Break the Cycle's work.
- Actively reinforcing organizational culture and agreements.
- Spearheading strategic planning and other clarifying, defining and/or shifting of organizational priorities.

### **Qualifications**

- Bachelor's degree required; graduate degree strongly preferred.
- Minimum of eight years experience, with increasing responsibility, in leadership, administration and management, preferably in a nonprofit setting.
- Proven track record in major donor cultivation and fundraising.
- Experience in strategic planning, preferably in a leadership role, which resulted in improved efficiency, effectiveness and sustainability of an organization or company.
- Experience and skills in public speaking and working with the media.
- Experience creating and managing budgets, and overseeing finances generally.
- Strong networking, interpersonal, and relationship-building skills.
- Understanding of, commitment to, and passion for youth empowerment, domestic and dating violence prevention, and fostering healthy relationships.
- Commitment to mentorship and fostering leadership opportunities for others.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong analytical, administrative, organizational and time management skills.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.
- Proficiency in Microsoft Office programs.

### **Break the Cycle is an equal opportunity employer.**

Interested applicants should submit cover letter, resume and salary requirements to:

EDsearch@breakthecycle.org

Break the Cycle  
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