

**Job Title:** Executive Director  
**Organization:** McLean Family Resource Center (MFRC)  
**Location:** Washburn, ND 58577  
**Reports To:** Board of Directors

## **About Us:**

The McLean Family Resource Center (MFRC) is a dedicated domestic and sexual assault advocacy agency committed to empowering survivors, providing essential resources, and promoting awareness to prevent violence in our communities. We strive to create a safe, supportive, and inclusive environment for individuals impacted by domestic and sexual violence.

## **Position Summary:**

MFRC is seeking a dynamic and experienced **Executive Director (ED)** to lead and manage the organization's strategic initiatives, financial health, and program development. The ED will work closely with the Board of Directors to advance the mission of MFRC while ensuring compliance with legal, financial, and operational standards. This role requires an empathetic, culturally competent, and highly motivated leader who can inspire teams, advocate for survivors, and drive meaningful change.

## **Key Responsibilities:**

### **Leadership & Strategic Planning:**

- Provide visionary leadership, ensuring alignment with MFRC's mission, values, and goals.
- Develop and implement strategic plans to enhance services and community outreach.
- Serve as the primary spokesperson for MFRC, advocating for survivors and raising public awareness.

### **Program & Organizational Development:**

- Oversee the development, implementation, and evaluation of programs supporting survivors of domestic and sexual violence.
- Ensure services meet the highest standards of advocacy and support for those in crisis.
- Foster a culture of teamwork, accountability, and continuous improvement.

### **Financial & Grant Management:**

- Develop and manage the organization's budget, ensuring financial stability and sustainability.
- Oversee grant applications, administration, and compliance with funding requirements.
- Identify and secure funding opportunities, including grants, donations, and fundraising initiatives.

### **Board & Staff Relations:**

- Work collaboratively with the Board of Directors, providing regular updates and recommendations.

- Recruit, mentor, and manage staff, promoting professional growth and a positive work environment.
- Delegate responsibilities effectively to ensure operational efficiency.

### **Compliance & Advocacy:**

- Responsible for Crisis Line coverage.
- Ensure compliance with all applicable laws, regulations, and reporting requirements.
- Represent MFRC in statewide and national advocacy efforts, attending relevant conferences and policy meetings.
- Maintain strong partnerships with government agencies, nonprofits, and community stakeholders.

### **Qualifications:**

- **Education:** BA, BS, or Associate degree in a related field required. Equivalent work experience will be considered.
- **Experience:** Knowledge of domestic and sexual violence dynamics, advocacy, and nonprofit management.
- **Skills & Abilities:**
  - Strong leadership, organizational, and financial management skills.
  - Experience in grant writing, fundraising, and donor relations.
  - Ability to build and maintain strong community partnerships.
  - Excellent communication and interpersonal skills.
  - Ability to travel statewide and nationally as needed.

### **Personal Attributes:**

- Self-aware, motivated, and results-driven.
- Culturally competent and able to work effectively with diverse populations.
- Empathetic and compassionate in interactions with survivors and staff.
- Strong ability to delegate responsibilities while maintaining accountability.

### **Compensation & Benefits:**

- Competitive salary starting at \$55,000, commensurate with experience and education.
- Paid Time Off
- Paid Holidays
- Health, Dental, Vision (Employer pays 80% of premium)

### **How to Apply:**

Interested candidates should submit a resume, cover letter, and three professional references to Kelly Murray, Vice Chairperson, Board of Directors - McLean Family Resource Center [dkmurray@westriv.com](mailto:dkmurray@westriv.com) or mail to: PO Box 82, Mercer ND 58559. Applications will be reviewed on a rolling basis until the position is filled.

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Join us in making a difference in the lives of survivors and building a safer community for all. We look forward to welcoming a dedicated and passionate leader to our team.

McLean Family Resource Center is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected status.