



Position Title: President/CEO, Collaborative to End Human Trafficking
Reports to: Board of Directors
Status: Full-time

Background:

Begun in 2007, the Collaborative to End Human Trafficking (Collaborative) is a non-profit organization in Cleveland, OH that supports the fundamental human right to freedom by educating and advocating for the prevention and abolition of human trafficking while connecting services on behalf of trafficked persons.

Position Summary:

The President/CEO provides strategic leadership to continue to grow and expand the impact of the organization. He/she is responsible to direct day-to-day operations by:

- Mission integration in all Collaborative operations,
- Planning, budgeting, directing overall programming and activities,
- Implementing policies established by the Board of Directors,
- Assuring compliance with granting and funding organization requirements,
- Networking with community organizations and government leaders involved in the work to end human trafficking locally, regionally, and nationally.

Essential Duties and Responsibilities:

1. Integrates the Mission, Vision and Values of the Collaborative into all daily operations.
2. Develops objectives, practices and plans designed to implement the Collaborative's mission to raise awareness of human trafficking, and to advocate and connect services on behalf of trafficked persons.
3. Organizes and directs the overall functions of the Collaborative through the appointment of staff, delegation of duties, and establishment of means of accountability.
4. Engages in strategic planning processes with the Board Chairperson through which the areas of need are defined, analyzed, and evaluated on a regular basis.
5. Implements the policies established by the Board of Directors relative to control and effective utilization of the physical and financial resources of the Collaborative, including:
 - Preparing and overseeing the annual budget,
 - Supervising the maintenance of financial records and Collaborative accounts,
 - Overseeing all development, fundraising and grant initiatives to support the work of the Collaborative
6. Advances the mission of the Collaborative which serves as the coordinating agent of the Cleveland network of agencies, organizations, and businesses involved in addressing human trafficking issues.
7. Ensures that written policies and practices in accord with the mission of the Collaborative are established and maintained.

8. Supervises the work of Collaborative employees and volunteers. Supervisory responsibilities include:
 - Interviewing, hiring, and training employees and volunteers,
 - Planning, assigning, and directing work,
 - Appraising performance; rewarding and disciplining employees,
 - Addressing complaints and resolving problems.
9. Works closely with the Director of Development and oversees all marketing efforts for the organization.
10. Performs other duties as deemed necessary by the Board of Directors.

Preferred Qualifications:

The President/CEO of the Collaborative is expected to be a highly motivated, diplomatic and entrepreneurial person who possesses the following experience, skills, and knowledge:

- Ability to develop a shared vision and strategic directions with the Board and manage that vision to successful outcomes.
- Strong written, verbal, and presentation communication skills.
- Ability to interact and collaborate with a diversity of individuals and organizations.
- Deep commitment to the mission of the Collaborative and to those affected by human trafficking.
- Flexibility, creativity, and adaptability.
- Ability to develop strong relationships with internal and external audiences based on trust and mutual respect.
- Ability to work effectively in a rapidly changing environment.
- Experience and skills in financial management.
- Demonstrated fundraising skills.
- Five years of management experience leading an organization or sizeable program operation.
- Combination of experience and education normally represented by a Master's Degree.
- Experience in the nonprofit sector preferred.
- Grant writing experience desirable.

Compensation: Full-Time Benefited; Salaried; Exempt Position. The salary and benefits are commensurate with the candidate's work experience and qualifications.

Location and Travel: This position is located in Cleveland, Ohio. Position occasionally requires the ability to drive around the state as needed.

Application Process: Interested candidates should submit a resume and thoughtful letter of interest to: CEHTCEO@gmail.com. Electronic submissions sent through this link are preferred. All submissions are confidential. **Applications will be accepted until August 21, 2020.**

The Collaborative to End Human Trafficking is an Equal Opportunity Employer.