



Elizabeth Freeman Center Seeks New Executive Director

[Elizabeth Freeman Center](#) (EFC) seeks an Executive Director (ED) to lead this impactful, well-established, and highly regarded organization. The successful candidate will be a dynamic, collaborative, and skilled nonprofit leader who brings vision, authenticity, and compassion to this high-stakes work.

About Elizabeth Freeman Center

We save lives every day.

For nearly fifty years, EFC has served as the sole domestic violence program and rape crisis center in Berkshire County, MA. It plays a critical role in the county, with innovative programs for survivors, strategic partnerships with area organizations, schools, businesses, legislators, law enforcement, and the courts, and groundbreaking violence prevention education. The organization's work spans the county, with offices in Pittsfield, North Adams, and Great Barrington, and staff members on-site in two police stations, four courts, and the child advocacy center. It provides a broad array of services to adult and child survivors of violence as well as non-offending family members, reaching over 2,000 survivors and their 2,000 children each year. Services include:

- A 24/7 toll-free hotline with emergency services and counselors available to respond to hospitals and police stations to support victims following an attack;
- A confidential and secure residential shelter with in-house support services for up to 10 households;
- Individual counseling, advocacy, and safety planning;
- Group counseling and support;
- Economic and housing advocacy;
- Legal advocacy on-site in county courts to assist survivors in obtaining protection orders;
- Housing stabilization assistance and transitional housing; and
- Supervised visitation services with deputy sheriffs providing security to ensure safe and healthy visitation in high-risk situations involving family violence.

It also has specialized programs to address the needs of marginalized communities, including immigrants, people living with disabilities, [LGBTQ+ communities](#), and survivors who are homeless. One of EFC's most acclaimed new programs is [Money School](#), an award-winning financial independence initiative offered in both English and Spanish.

EFC envisions a world free from domestic and sexual violence and thus has a focus on violence prevention and systems change. Its [Berkshire Violence Prevention Program](#) partners with schools and centers to provide age-appropriate violence prevention, healthy relationship, and sex education programming. The organization has a stellar reputation and strong presence across Berkshire County. It is active in many coalitions and groups, engages a growing number of volunteers in its work, and advocates for issues such as affordable housing, reproductive rights, and racial equity that intersect with domestic and sexual violence.



EFC's success and impact are powered by a highly skilled, mission-driven staff team of 61, many of whom have lived experience as survivors and thus have a deep understanding of their clients' experience. The organization is financially sound, with a \$5M operating budget, robust reserves, and ownership of one building in Pittsfield. Its revenues come from a mix of federal and state grants, foundation grants, and individual donor contributions. The organization is governed by an active and committed 15-member Board of Directors who bring skills in law, immigration, sociology, mental health and addiction, insurance, and finance.

Opportunity Going Forward

Elizabeth Freeman Center's new leader will take the reins of this well-established, vibrant, deeply impactful organization at a time of both opportunity and challenge. Berkshire County is experiencing the same troubling conditions felt across the country – increasing homelessness, huge financial need, and emerging service gaps – that both increase instances of domestic and sexual violence and place additional challenges on survivors. (Please see a description of the county at the end of this document.) EFC has seen a significant increase in hotline calls and clients in emergency situations. The organization has risen to this challenge by expanding community partnerships, creating innovative programs, and supporting systems change through advocacy and innovative new programs.

The new Executive Director will leverage EFC's many strengths – deeply committed and highly skilled staff who work collaboratively to meet the complex needs of clients; a stellar reputation, strong community relationships, and a network of partnerships; high quality and holistic programming; strong financial position; an engaged Board of Directors – and will partner with EFC's Board of Directors to continue to meet the growing need and determine areas of program enhancement, appropriate staffing infrastructure, and organizational growth.

As the new Executive Director takes the reins, key priorities in the first 12-18 months will be to:

- Build strong relationships and trust with staff and continue fostering a healthy climate of trust and community.
- Gain a deep understanding of EFC's culture, programs, and operations.
- Establish and foster relationships with partners and supporters across Berkshire County and maintain EFC's strong presence in the county.
- Gain a solid understanding of EFC's history and its role in Berkshire County's context.

- Assess and improve EFC's operations, staffing, and structure: evaluate current work systems and identify ways to address staffing and structural issues.
- Continue to secure funding through grants and from individual donors with a focus on strengthening current and building new donor relationships.
- Maintain continuity of programs and operations through strategic fundraising and careful management of resources.
- Address the need for more space: work with the Board to continue exploring options, and work with the Board and consultant to begin the capital campaign process.

Position Duties and Responsibilities

The Executive Director leads the strategic vision of the organization and reports to the Board of Directors, which is responsible for providing regular feedback and consultation and setting annual compensation. The Executive Director is responsible for the organization's consistent achievement of its mission, financial objectives, program development and administration.

General

- Works with and is supervised by the Board of Directors.
- Works with the Board to ensure that the organization has short-range and long-range strategy plans that achieve its mission and toward which it makes consistent and timely progress. These plans will be reviewed on an annual basis.
- Promotes active and broad participation by volunteers in all areas of the organization's work.
- Provides leadership in developing and managing program, organizational and financial plans with the Board of Directors, and agency staff.
- Maintains official records and documents and ensures compliance with federal, state, and local regulations.
- Proactively monitors the changing political and cultural environment; maintains a working knowledge of significant developments and trends in the field.
- Conducts official correspondence of the organization and executes legal documents, together with the officers of the Board of Directors as appropriate.

Communication

- Sees that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
- Serves as the public face for the organization and promotes the agency, its programs, and points of view to other agencies, organizations, and the general public through presentations and the use of multi-media.
- Establishes sound working relationships and cooperative arrangements to continue and enhance agency services.
- Collaborates with community partners and other organizations developing partnership programs for optimal use of agency resources.
- Cultivates and sustains good relations with key stakeholders and with elected officials at all levels and all branches of government.

Staff

- Is responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

- Ensures that job descriptions are developed, regular performance evaluations are held, routine feedback and transparent communication is provided, and sound human resource practices and policies are in place. Provides guidance and supervision to management staff to ensure smooth and efficient operations, inter-departmental collaboration, program integration, and team building.
- Reviews pay practices annually to ensure pay equity for all staff as approved by the Board of Directors.
- Maintains systems to ensure to the maximum extent possible continued organizational functioning in the absence of key staff. Such systems are reviewed annually, in writing, by the Executive Committee.
- Supports staff in developing new or expanded programming with partner organizations and community stakeholders. Oversees the coordination of all programs and helps staff implement frameworks for measuring effectiveness.
- Encourages staff and volunteer development and education and assists program staff in locating their specialized work within the context of the overall work and mission of the organization.
- Maintains a climate that attracts, keeps, and motivates a diverse staff of top-quality people, creating an inclusive and supportive work culture and opportunities for growth within the organization.

Finance

- Is responsible for developing and maintaining sound financial practices.
- Works with staff, Finance Committee, and the Board in preparing a budget; sees that the organization operates within budget guidelines.
- Works with the Board of Directors to raise revenue needed to sustain the organization, including grants, individual donor solicitations and annual appeal.
- Leads and participates in all the organization's fundraising activities in conjunction with the Board.
- Develops and manages budgets and reports for all funding sources and ensures all grant requirements are being met.
- Oversees the annual audit and 990 tax return and ensures compliance with by-laws and all legal requirements of non-profit organizations.

Profile of the Ideal Candidate

The ideal candidate will demonstrate the following capacities:

Passion for and Understanding of Domestic/Intimate Partner Violence and Sexual Assault

- A demonstrated passion for Elizabeth Freeman Center's mission to help and heal survivors, end the cycle of violence, and promote social justice to end all forms of oppression.
- Experience working and leading in the field of DV/SA; lived experience a plus.
- Experience working with and fighting for marginalized/vulnerable communities and a deep understanding of equity, inclusion, and diversity principles and dynamics.

An Approachable, Empowerment-Oriented Organizational Leader and Manager

- Background in nonprofit organizational management and in strategically managing an organization in a rural area with multiple sites through growth and change.
- Bridge-building and conflict resolution skills, and the ability to foster collaborative relationships with and among staff and community leaders and be a decisive leader when needed.
- A collaborative approach to managing staff, with the ability to delegate appropriately; track record in fostering a trusting and independent work environment, and in leadership development.

- Solid understanding of nonprofit finances with complex budgets and multiple funding streams, able to strategically align and maximize resources.
- Solid understanding of fundraising strategies; successful experience writing and managing foundation, state, and federal grants; track record in cultivating donors and securing major gifts.

A Relationship Builder, Networker, and Collaborator

- An outgoing, compassionate, and charismatic individual with emotional intelligence and strong social skills.
- An enthusiastic networker with a track record in building strategic, strong, and lasting relationships networks, and partnerships with diverse groups of people. Relationships in Berkshire County is a plus.
- Politically savvy with solid advocacy skills.

A Powerful Communicator

- A strong public speaker who can engage diverse audiences with skillful storytelling.
- Excellent writing skills.

Compensation and Benefits

This is a full-time, salaried, exempt position with a salary range of \$115,000-\$130,000, commensurate with experience and qualifications. EFC also offers a benefits package which includes health insurance (85% of employee premium paid by EFC, an FSA contribution and deductible reimbursement), dental, life and disability insurance, and significant paid time off three (increases to four after two years) weeks' vacation, 5 personal days, 14 paid holidays, and sick time. The Executive Director is expected to be in-office during work hours except when attending in-person meetings and events.

Application Process and Additional Information

EFC is an equal opportunity employer and views diversity, inclusion, and belonging as vital guiding principles in its work. EFC welcomes and encourages applications from BIPOC and/or LGBTQ+ community members, persons with disabilities, and others who contribute to the diversity of the organization and reflect the diversity of the communities it serves.

A candidate must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of EFC. Applications will be accepted until the position is filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by Eos Transition Partners consultant Catherine Bradshaw. All submissions will be acknowledged and are confidential, and any questions can be submitted to Catherine at: cbradshaw@eostransitions.com.

About Berkshire County

Berkshire County is a large rural area located in the westernmost part of Massachusetts covering 946 square miles, with 32 cities and towns and a population of 128,859. Known as a destination for culture and outdoor recreation, it spans three major areas – north, central, and south – that differ in geography, culture, organization, and economics. The county tends to be whiter, older, and poorer than the state average but has growing diverse populations. Berkshire County is distinctly rural – EFC's clients contend with very limited public transportation, lack of anonymity, language access gaps, and spotty cell/internet access, among other more universal barriers. Perhaps because of these issues, the county has a strong practice of working collectively, and organizations work together to create a tight-knit web of care.