



The Center for Empowerment
and Education

Executive Director
The Center for Empowerment and Education
Danbury, CT (on-site)

About the Organization:

Since the organization's founding in 1975, The Center for Empowerment and Education (CEE), formerly The Women's Center of Greater Danbury has been a safe haven as the sole provider of services to victims of domestic and sexual violence in the Northern Fairfield and Southern Litchfield County, Connecticut areas. Our leadership comprises an esteemed group of individuals included in our Board of Directors and Ambassadors Council.

CEE is one of only four CCADV/Alliance member agencies throughout the state that provides both domestic violence and sexual assault victim services and the only area agency that provides comprehensive prevention education programs for local schools, colleges, and the community at no cost. CEE is a client-focused organization that empowers individuals and families to make their own decisions, especially decisions affecting their autonomy, well-being, and safety. We strive to ensure that our clients find safety and are empowered to gain or regain their voice so that they may become their own best advocate. Each year, CEE serves over 25,000 individuals from our area communities. Our no cost and confidential services are available 24 hours a day, 7 days a week, 365 days a year.

Now, CEE is ready for its next era of leadership. CEE is entering an exciting phase of growth with the launch of its Extended Therapy Program, a strategic expansion that broadens long-term trauma-informed services while strengthening financial sustainability through diversified revenue. This initiative enhances CEE's continuum of care, expands service capacity, and positions the organization for greater impact and stability in the years ahead in addition to solidifying CEE as both a leader in trauma-informed care and a training ground for the next generation of advocates and therapists.

All funds provided to CEE support our critically needed domestic violence, sexual assault and resource services for adults and children in our 11-town service area, including: Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Roxbury, and Sherman.

Mission & Vision: For 50 years, The Center for Empowerment and Education (CEE) has provided confidential, no cost, comprehensive support services to victims of interpersonal violence (IPV)—including short-term crisis counseling and advocacy, crisis intervention, and residential services, including emergency shelter. We empower individuals to find their voice and choose their path toward healing as they rebuild their lives. We are preventing and reducing IPV in the community through prevention education and awareness, and are reducing trauma by stopping violence from manifesting in the first place. Everyone deserves to live a life free from violence. We are here to help 24 hours a day, 7 days a week, 365 days a year. Our mission is to break the cycle of interpersonal violence through empowerment, education, and support. The Center for Empowerment & Education Main Office services utilizing inclusive, trauma informed, and client-centered practices for all individuals in the community.

Our vision is to create safer communities free from interpersonal violence for all individuals in Northern Fairfield and Southern Litchfield Counties. For 50 years, we've stood beside our community—adapting to changing needs, building safer environments through prevention and education, and helping thousands of survivors reclaim their strength and their stories. This milestone is not just a reflection of where we've been, but a foundation for where we're going. The next 50 years call us to dream bigger, reach further, and continue evolving to meet emerging needs with the same courage and compassion that have defined us from the start. With the unwavering support of our community and the wisdom earned from decades of service, we are ready to shape a future free from violence—together.

Emergency Residential Facility: Since 1975, CEE offers a safe and secure environment for individuals and families who are fleeing domestic and sexual violence at our Patricia House shelter. Individuals and families residing in our facility are provided with case management and rehousing assistance.

Counseling: Individual counseling and support groups for victims of domestic violence and sexual assault and for those dealing with other major life transitions such as separation, divorce, grief, loss, and self-esteem issues is offered through the organization.

Community Education, Primary Prevention & Training: The organization operates under the firmly held belief that the path toward ending the violence lies in education, and towards that end provides educational programs free of charge throughout the communities served – from pre-school aged children to senior citizens. Primary prevention and education programs are provided in schools from pre-K through college level as well as to area businesses, social and civic groups, and faith-based organizations. Programs include Healthy Relationships, Anti-bullying, Staying Safe on College Campuses, Gender Images in the Media and more.

Information & Referrals: CEE supports clients with a network of available agencies and community resources. CEE's referral system consists of many resources including legal, medical, financial, housing and mental health care providers.

Crisis Intervention: CEE provides two 24-hour hotlines for victims of domestic violence and sexual assault, and through trained advocates provides on-site emergency responses at area hospitals, police departments, courts and at other community agencies.

Advocacy: Advocacy is provided to individuals with the goal of supporting, guiding and safety planning around unhealthy relationships and dangerous situations.

Human Trafficking: CEE provides comprehensive assistance to all survivors of human trafficking.

For additional information about the organization, please visit: <https://thecenterct.org/>

Key Relationships:

Reports to: Board of Directors (BOD)

Position Description: The Executive Director of The Center for Empowerment and Education reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. Also, with the Board of Directors, the Executive Director is responsible for assuring that CEE meets all legal and ethical requirements. This is a unique opportunity for an inspirational, visionary and empathetic

leader with non-profit operational knowledge to lead the organization to advance the mission. The position requires a forward-thinking leader who can readily identify and communicate necessary goals and is able to inspire the team to achieve them; a strategic thinker who can assist in the creation and successful execution of the vision and mission utilizing strong finance and business acumen; a forward thinking individual who is respectful of the proven history and culture of the organization and continues to strengthen the effectiveness of the mission while leading the organization to the next level. This high energy individual will build trust, be a servant leader and coach, motivate, respect and inspire others to peak performance while holding staff accountable for key deliverables. This position requires someone who will effectively manage and develop the internal team, build strong relationships with external stakeholders, provide effective and positive people leadership, is intellectually creative and fiscally responsible while being flexible in approach and sensitive to the needs of the community, staff and populations served. The position requires a technologically savvy individual who navigates well within the modern digital landscape.

Key Accountabilities:

Program Development and Administration:

- Provide effective leadership in achieving organizational mission by developing program, organizational and financial plans with the Board of Directors and staff and carry out policies and procedures authorized by the Board.
- Work collaboratively with the Board of Directors to assure that the organization has and uses a long-range strategy that achieves its mission.
- Maintain official records and documents to ensure compliance with federal, state and local regulations
- Ensure the promotion of active and broad participation in all areas of the organization's work.

Communications:

- Proactively ensure that the Board of Directors has an opportunity to provide their expertise and remains aware of all important factors affecting the condition of the organization.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with local, state and federal organizations and funders.
- Represent the programs and point of view of the organization to local, state and federal agencies, organizations and the general public.
- Maintain strong communication and relationships with key stakeholders including fostering growth of large donors and sponsors.

Staff Relations:

- Setting the organizational tone, promoting teamwork, and maintaining a motivated, high-quality team.
- Be responsible for the recruitment, employment and release of all personnel, both paid and unpaid, in accordance with established procedures.
- Ensure that job descriptions are maintained and remain current, that regular performance appraisals are held, and that sound human resource practices are in place.
- Directly ensure the staff and volunteer development (35 – 50 non-paid direct service volunteers are active at any given time), education and collaboration.
- Ensure that an effective management team, with appropriate provision for succession is in place.
- Maintain a climate that attracts, retains, develops and motivates a diverse staff of top-quality personnel.

Fiscal:

- With the Chief Financial Officer, Chief Development Officer, Treasurer and Finance Committee to prepare and monitor budget.
- Ensure that sound financial practices are maintained in compliance with the approved Fiscal Policy.

Develop strategies for the acquisition of financial resources and ensure that adequate funds are available to allow the organization to carry out its work.

Additional Responsibilities:

- Maintain certification with no less than six (6) hours of in-services annually, in issues related to domestic & sexual violence.
- On-site (Monday – Friday) in office required.
- Some travel required.

Core Competencies:

Strategic, Financial and People Leadership Skills: Strong inspirational, visionary, empathetic and highly visible leader with operational knowledge who can readily identify necessary goals and is able to inspire the team to achieve them; strategic thinker who can assist in the creation and drive the implementation the vision; strong finance and business acumen; forward thinking individual who is respectful of the proven history and culture of the organization and continues to strengthen the effectiveness of the mission while leading the organization to the next level. High energy individual that builds trust, coaches, motivates respects and inspires others to peak performance while holding staff accountable.

Team-Oriented Collaborator: Takes the lead and engages with internal and external key stakeholders in setting new business direction, partnerships, policies, and procedures, operating with servant leadership and an eye on organizational impact. Works cooperatively with others to produce innovative solutions. Effective influencer, driving the future direction for CEE and help employees to develop a clear understanding of what they will need to do differently, as a result of changes in the organization. Work effectively with the BOD to drive the organization forward.

Community and Public Relations and Passion for the Mission: Demonstrated ability to express a passion for the mission of the organization. As the face of CEE, must exhibit professional demeanor and have an engaging presence, possess excellent presentation skills, and have the natural ability to build and develop an extensive external network. Ability to work tirelessly and be present at events beyond “business hours”.

Effective Communicator: Strong ability to articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

Fundraising and Development: Quantifiable history of successful fundraising and deep contact base from multiple sources including Individuals, corporate, foundation, government and social media. Ensure that the flow of funds permits the sustainability of the organization and to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential. Together with the Board of Directors and staff, formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, individual contributors, and corporations.

Culturally Competent Leader: Demonstrated ability to recognize and adapt to cultural differences and similarities; drive inclusive mindset and behaviors towards all ethnicities and cultures at all levels within the organization and the greater community.

Background, Skills and Experience:

- At least five years' successful, proven executive level leadership experience with a not-for profit organization, preferably with an organization that has multiple social services programs, with an annual budget greater than \$2 million and significant staff and volunteer management.
- Master's degree in social services, human services, social work, counseling, psychology or non-profit management preferred.
- Proven personal track record of success and expertise in fundraising and development within a multi-million non-profit organization. Working knowledge of non-profit financial management and holding the organization accountable to the requirements of donors.
- Experience with non-profit organizational design, development and management with the ability to coach staff, manage diverse styles, and develop high-performing teams. Experience with talent evaluation, talent development and performance management across multiple functions.
- Intellectually competent leader with experience in setting strategic objectives and achieving operational excellence and working with the Board to develop and manage within a budget.
- Proven ability to lead successfully in remote-working environments.
- Working knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, etc.
- Ability to quickly gain knowledge of current community challenges and opportunities relating to the mission of the organization.
- Strong ties to the community preferred.
- Technology savvy; experience working with fundraising and financial systems; internet and social media, and team management/remote working tools and systems.

Compensation: A base salary (\$130 - \$145K range) based on background and experience will be offered. Benefits package and potential lump sum relocation expense assistance.

Search Contact:

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