



## APNA GHAR, INC.

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### ORGANIZATION BACKGROUND

#### **Mission**

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence.

#### **Purpose**

Apna Ghar seeks to end gender violence through a solutions focused approach of highly effective and innovative **services** for survivors and those who perpetrate harm, **advocacy** and **community education** and accountability.

#### **Theory of Change**

At Apna Ghar we are issue based and community focused. We have a three-pronged approach to ending gender violence.

- 1) We provide comprehensive intervention and prevention services aimed at helping survivor participants achieve safety, stability and self-sufficiency. In addition, we provide services to those who perpetrate harm to take responsibility to repair the harm.*
- 2) We conduct outreach, provide community education, training and technical assistance in an effort to raise awareness about gender violence while providing resources and information on appropriate responses.*
- 3) We conduct systems and policy level advocacy in partnership with advocacy groups to improve overall conditions for the survivors we serve.*

#### **Organizational History and Services**

Apna Ghar was founded by five pioneering women committed to helping South Asian and other under-served immigrant survivors of gender violence and trauma access the services and resources they needed to live lives free from violence. Since its incorporation in 1990 Apna Ghar has grown in size and scope to provide holistic, culturally appropriate, and innovative programming to address the multiple barriers faced by vulnerable groups. Apna Ghar developed its own service model through a research collaboration with the Center for Urban Research and Learning (CURL) and Loyola University that showed a holistic understanding and approach to the macro and micro level barriers faced by immigrant survivors of gender violence.

Our programs and services allow survivors to meet their immediate safety needs and take steps toward long term stability and self-sufficiency without the anxiety of navigating unfamiliar systems and connecting with multiple service providers on their own. In addition, we engage the community, and conduct systemic and policy-level advocacy to impact larger scale changes to further benefit the survivors we serve.



## **Guiding Principles**

Our guiding principles are that gender violence is a rights-based issue, that our services need to be survivor-centered, trauma-informed, strengths-based and empowerment focused. Our services also need to be culturally and linguistically appropriate. In addition, we need to be sensitive to survivor diversity in terms of age (children, adult and seniors), gender presentation, sexual orientation, ethnicity, nationality, and ability. Programs and services include crisis services, housing, medical advocacy and counseling, legal advocacy, supervised visitations and safe exchanges, training, outreach, community engagement, and public advocacy.

## **Target Population**

Apna Ghar defines its target population as underserved, ethnically diverse newly arrived immigrants and refugees who have experienced domestic violence, sexual assault, dating violence and other forms of gender violence. They are from marginalized and vulnerable communities and are unfamiliar with the protective options and resources available to them in this country. The survivors we serve generally have little to no income, have never worked in the United States, are most often with children they need to support, and depend upon their partner's compliance (who is often the abuser) in order to maintain their immigration status. Our program participants also face linguistic, cultural and legal barriers that prevent them from having equal access to services. 50% of the survivors we serve generally have no financial resources and, on average, only 20% have earned income through employment.

## **The impact of our work includes-**

- Achieving healing and empowerment among survivors of gender violence
- Creating pathways for healing and change for perpetrators of abuse
- Community engagement to create a better response, accountability, and empowered communities
- Strengthening institutional capacities to address gender violence in holistic and lasting ways
- Collaboratively creating meaningful policy change that positively impacts individuals, communities and society

## **FY 2020-2024 Strategic Goals**

1. Build a more sustainable business model through resource development, strategic partnerships and innovation
2. Create an organizational environment that promotes vibrant leadership through staff development and engagement to enhance current and future organizational effectiveness
3. Communicate our identity and story to engage and grow our community of supporters
4. Promote a robust governance structure for organizational longevity
5. Reach 20,000 individuals by 2025
6. Reach an annual operating budget of \$5 million by the end of FY 2024

## **Locations and Budget**

Apna Ghar currently operates from 4 locations in the Chicagoland region. Our main location and safe home are located in Uptown and we have satellite locations on the south side and in downtown, Chicago. The organization's revenue forecast for FY 2023 is \$4,500,000.



## **POSITION DESCRIPTION: DEPUTY EXECUTIVE DIRECTOR**

### **Position Summary**

Apna Ghar seeks an individual who has excelled in a leadership role in a nonprofit organization and has experience helping organizations to grow. The Deputy Executive Director reports to and partners closely with the Executive Director of Apna Ghar and will assist in overseeing the administration, programs, planning and evaluation of the organization and will have a track record of integrating and aligning departmental work within the organizations broader mission and impact. Experience working in a human service organization is a plus. This is an onsite position.

### **Responsibilities**

**In this role, you will be responsible for:**

#### **Organization Mission, Strategy, Planning and Evaluation**

- Work with staff and board members to ensure that the mission of the organization is fulfilled through programs, strategic planning and evaluation
- Work with program managers to develop program strategies and goals annually in alignment with the strategic plan
- Oversee implementation of the organization's programs that carry out the mission
- Foster improved collection and use of data for planning and strategic decision making
- Develop metrics, track progress toward goal achievement and evaluate program effectiveness in accordance with the strategic plan and specific program goals
- Plan for and oversee program expansion in alignment with the strategic plan

#### **Leadership, Management and Oversight**

- Lead the senior management team, provide strategic guidance
- Oversee all departments and department managers and/or directors, provide strategic direction and mentoring
- Ensure consistent onboarding, training, supervision and evaluation of all staff
- Build trusting and collaborative relationships throughout the organization, across departments and programs

#### **Oversight of Organizational Processes and Procedures**

- Monitor and create as needed organization processes and procedures ensuring consistent implementation
- Develop tracking and reporting processes and tools

#### **Coordinate Consistent Communication Across the Organization to Increase Effectiveness and Efficiency**

- Develop and monitor processes and tools for effective communication and information flow throughout the organization



- Work with department leaders to ensure consistent, coordinated and effective communication across departments

### **Skills and Competencies**

**You will be successful in this role if you are a dynamic, results-oriented leader who has:**

Exceptional leadership capacities, including:

- Ability to set and lead departmental and agency-wide vision and direction
- The ability to inspire, motivate and guide staff members to accomplish goals
- A commitment to developing leadership in others through coaching and mentoring, guiding staff members to high performance
- Ability to manage individuals, teams and departments through growth and change
- Skill in resolving conflicts using diplomacy and tact

A high level of integrity, transparency and ethical behavior with:

- A focus on creating a culture that fosters high ethical standards
- Compassion and respect for the needs of others

Strong oral and written communication skills:

- Is an effective listener and can communicate well across multiple platforms including telephone, email and in-person

Strategic thinking and planning and evaluation skills, demonstrating the ability to:

- Drive the creation and implementation of strategic and annual plans
- Plan, implement and prioritize multiple projects requiring attention to detail and accuracy

Finance and fund development skills demonstrating ability to:

- Develop and manage budgets
- Interact with high level institutional funders, represent the organization in funder site meetings and audits
- Knowledge of the fund development process
- Knowledge of/experience with government grants

### **Experience and Qualifications Necessary for this Role**

- Master's degree in an area such as public administration, business administration, nonprofit management, or human rights
- Possess at least 5 years of relevant nonprofit work experience
- Track record as executive level leader
- Experience leading growth in an organization
- Experience leading and managing organizational change
- Demonstrated ability to oversee and collaborate with staff
- Demonstrated ability to lead teams



- Demonstrated commitment to diversity, equity and inclusion
- Be passionate about the mission and work of Apna Ghar
- Demonstrated commitment to support vulnerable and marginalized immigrant and refugee women who have survived gender violence
- Have excellent computer skills including proficiency with Microsoft Office, database management including report production and data analysis
- Budgeting experience
- Fluency in another language, preferably a native language

### **Interdependencies with Other Functions**

Works collaboratively with the Executive Director as well as department directors and/or managers

### **Reporting Relationships**

Reports to the Executive Director

### **Salary Range**

\$100,000-\$115,000 annually plus benefits

### **Hours**

Office hours are generally 9am – 5pm for this position, occasionally evening or weekend hours are necessary due to events, programs and other special activities.

### **Training Opportunities**

Ongoing training is provided to all staff in the form of in-service training and through outside training opportunities on topics such as mental health, substance use, trauma-informed care, working with children and the impact of childhood exposure to trauma, immigration issues, healthcare needs and accessing the healthcare system, cultural competence, and more. Staff are also encouraged to participate in webinars, training and conferences that would increase their knowledge and ability to provide service to and advocate on behalf of survivors of gender violence.

**For more information about Apna Ghar, visit [www.apnaghar.org](http://www.apnaghar.org)**

**Apna Ghar annual reports and news at <http://www.apnaghar.org/apna-ghar-in-the-news.html>**

**Interested professionals should submit their resume and cover letter to Susan McGee at [smcgee@bakermcgee.com](mailto:smcgee@bakermcgee.com). Please do not send resumes to Apna Ghar or contact Apna Ghar directly.**