

# Arizona Coalition Against Domestic Violence

## DIRECTOR OF DOMESTIC VIOLENCE SERVICES JOB DESCRIPTION

Arizona Coalition Against Domestic Violence (AzCADV) is a statewide, non-profit organization leading, advocating, educating and collaborating to end domestic violence in Arizona. AzCADV is rapidly growing, with a budget of over \$1,000,000.

**Position:** Director of Domestic Violence Services, Management Team Member  
**Reports to:** Executive Director  
**Status:** Full time, exempt  
**Hours:** 40 hours/week, flexible schedule as needed to complete job duties  
**Travel:** Some statewide travel necessary  
**Benefits:** Health, vision, and dental insurance, paid vacation, sick time, holidays, life and short-term disability, optional buy in to Tax Saving Annuity

### RESPONSIBILITIES:

1. Primary: Responsible for training and technical assistance programs, and the Legal Advocacy Hotline. Works closely with statewide and community committees, task forces, and domestic violence victim services programs.
2. Representation: Serves as agency representative and ambassador in all internal and external interactions and communications, in a manner that upholds AzCADV's mission, vision statement, and guiding principles.
3. Supervises: Training Coordinators, Legal Advocacy Program Coordinator
4. Strategic Planning: Works with the Executive Director and Management Team Members to implement and monitor major actions of the strategic plan.
5. Administration: Completes monthly, quarterly, and annual reports.
6. Budget: Oversees Department expenses, and works with the Executive Director on fundraising and grant writing activities.
7. Committee Assignments: Residential Programs, and Program Guidelines & Technical Assistance
8. Other: Other duties as assigned.

## **QUALIFICATIONS:**

### Required skills, knowledge, and ability:

- ❑ Ability to work collaboratively as well as independently;
- ❑ Access to reliable transportation and ability to travel statewide as needed to complete job duties. Valid drivers license, and proof of insurance required;
- ❑ Computer literacy;
- ❑ Demonstrated ability to manage time, evaluate progress, and adjust activities to complete assignments within established time frames;
- ❑ Demonstrated team building, limit setting, problem solving, creative/analytic thinking skills, and organization skills;
- ❑ Excellent written and oral communication skills;
- ❑ Experience in social change advocacy:
- ❑ Knowledge of domestic violence and related issues;
- ❑ Commitment to ending violence against women;
- ❑ Understanding and commitment to issues of cultural diversity related to domestic violence, as well as, in the context of a daily work environment;
- ❑ Understanding of the role of the Coalition, and domestic violence programs, in eliminating violence against women.

### Education and Experience:

- ❑ Masters degree in related field or equivalent experience;
- ❑ Must have experience in Coalition activities and actions;
- ❑ Proven history of effective leadership and staff supervision;
- ❑ Domestic Violence program experience in wide range of activities, including direct service experience;
- ❑ Demonstrated ability to work in high pressure, limited resource work environment.

### Our Mission:

To lead, to advocate, to educate, to collaborate, to end domestic violence in Arizona

### Our Vision:

We envision living in a world where there's equality, safety, justice, and peace for all.

### Our Guiding Principles Are:

1. We believe that all people deserve the right to self-direction and control over their own lives. We are committed to fostering and supporting the empowerment of all individuals, particularly the victims and survivors of domestic violence.
2. We believe in safety, health, and justice for all abused women in Arizona. We value women and children who have experienced or witnessed domestic violence and believe we are accountable to them in the work that we do. We are committed to listening to their voices, using their expertise to guide our work, and promoting their leadership.
3. We believe that abusers must be held accountable for their actions.
4. We believe that there are multiple factors that contribute to domestic violence. These factors include: silence about domestic violence; societal acceptance of the unequal distribution of power; societal acceptance of violence; lack of accountability for behavior; and discrimination and intolerance in its many forms, including but not limited to racism, sexism, elitism, ageism, homophobia and the devaluation of persons with disabilities.
5. We are committed to confronting the roots of violence, oppression, and victim blaming within ourselves, and within economic, social and political systems. Furthermore, we are committed to facilitating changes necessary to end oppression and violence by promoting equality among all people.
6. We believe that all members of society deserve to have their voice heard and to participate actively in the development and evaluation of the policies and practices that affect them. We recognize there are many members of society who have been traditionally devalued and, therefore, have not had a voice. We are committed to facilitate the inclusion and active participation of these groups and individuals.
7. We believe that all people are valuable members of the community and deserve to be treated with dignity. We are committed to promoting and demonstrating our philosophy of respect and equality in all our interactions.
8. We believe that we must all work together to be successful in changing societal attitudes and systems. We are committed to honest communication, professional interactions, and active cooperation in creating a coordinated community response to domestic violence.