



NORTHERN MARIANAS COALITION
AGAINST DOMESTIC & SEXUAL VIOLENCE
P.O. Box 506689, SAIPAN, MP 96950
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The Northern Marianas Coalition Against Domestic & Sexual Violence's (NMCADSV) mission is to promote, nourish, and sustain a collective movement against violence. All applicants must be familiar with and agree with NMCADSV's mission to eliminate domestic and sexual violence.

Associate Director Position Description

Job Summary

The Associate Director will work with the Executive Director of NMCADSV and its Board to achieve its mission, goals, and objectives, including planning and implementing activities. The Associate Director will assist in managing the daily operations of NMCADSV, as well as provide leadership for NMCADSV's programmatic activities.

The Associate Director is responsible for management and oversight of NMCADSV's programmatic activities, including developing and implementing programs, supervising the program team, ensuring completion of assigned grant deliverables, and providing training and technical assistance to NMCADSV members and partners.

Duties

Leadership:

- Assist with developing NMCADSV's short term and long term direction, plans, and activities.
- Model and foster understanding and support for NMCADSV's mission, direction, and activities.
- Provide leadership to multiple team projects and NMCADSV, including input on relevant program and project budgets, as requested.
- Participate in management team meetings and other NMCADSV team meetings.
- Staff other NMCADSV committees, as needed or assigned.
- Serve as NMCADSV's acting director in absence of the executive director.
- Supervise and support NMCADSV program staff, coordinate communication within the program team, and facilitate program team meetings.

- Organize workflow and ensure that program staff understand their duties or delegated tasks, and receive training, as needed.
- Ensure completion, accuracy and timeliness of timesheets, staff reports, project progress reports, annual evaluations, and other required documentation.
- Work with the executive director and program staff to set goals for performance and deadlines in ways that comply with NMCADSV plans and vision.
- Coordinate communication within the program team and follow-up with team members.
- Assist with and participate in NMCADSV events, as needed or assigned.

Grant Management:

- Manage and ensure compliance with all assigned grant activities, deliverables, and products.
- Submit timely and accurate program reports, as required by assigned grant contracts.
- Plan short and long term goals and objectives for programs.
- Track activities and manage compilation of data for program reports, funding source requirements, and additional program evaluation needs.
- Participate in writing of grants to support the work of NMCADSV.

Coordination and Collaboration:

- Coordinate and collaborate with stakeholders and partners in delivery of services that reflect culturally-relevant and victim-centered standards.
- Communicate with media, business, professional, and community groups, human service agencies, and legislative representatives, as required, through public speaking, written presentations, and participation on panels, workshops, or relevant committees.
- Connect with and engage representatives of diverse communities to ensure that programming is informed by the perspectives of diverse communities and are culturally relevant.

Training and Technical Assistance:

- Maintain current on emerging local, regional, and national trends regarding NMCADSV initiatives; and ensure own training is adequate to the needs of NMCADSV.
- Provide support, consultation, technical assistance, and training to NMCADSV members and partners to assist service providers in strengthening their capacity to provide

culturally-relevant and victim-centered services that are reflective of the diverse communities they serve.

- Work with other team members to plan and implement CNMI wide trainings.

Minimum Qualifications

- 10 years of documented work experience in a related field.
- Ability to articulate and implement values of NMCADSV.
- Profound understanding of the needs of survivors of domestic violence and sexual assault and the programs that serve them.
- Understanding and commitment to an anti-oppression and social justice framework, including empowerment and strength-based strategies.
- Understanding and commitment to issues of cultural diversity related to domestic and sexual violence, as well as, in the context of daily work environment.
- Substantial experience with public speaking and training on issues of domestic and sexual violence, including providing training to diverse professionals.
- High level of interpersonal skills, including an ability to develop and maintain cooperative relations with a diverse group of individuals, groups, and organizations.
- Demonstrated success with implementing complex projects, juggling multiple priorities, evaluating progress, all within established timeframes.
- Demonstrated team building, limit setting, problem solving, creative/analytic thinking skills, and organizations skills.
- Advanced writing skills.
- Must be able to travel, within the CNMI and out of the CNMI.
- Must have own transportation, with documented insurance, registration, and a valid driver's license.

Desired Qualifications

- Documented experience working with non-profit management and leadership.
- Documented volunteerism.
- Creativity, professionalism, ability to communicate with diverse audiences.
- Experience with domestic violence and sexual assault advocacy.
- Ability to consistently function in a fast-paced environment.