**Job Description:**

**Administrative Director**

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada’s communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

**Position:** Administrative Director

**Reports To:** Executive Director

**Status:** Full Time, Executive Employee Exemption

**Hours:** 40 hours/week, 9-5 pm, Monday – Friday

**Benefits:** Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option

**Wage Range:**  $55,000 - $95,000 per year

**Travel:** Minimal statewide and national travel required

**Date Reviewed:** July 2019

**Summary:** The Administrative Director ensures the smooth operation of the NCEDSV’s offices. The Administrative Director is responsible for providing administrative support for all areas of the organization. The Administrative Director works under the supervision of the Executive Director.

**Overview:** The Administrative Director manages the financial, grant, communication and administrative functions of the Coalition.

**Responsibilities**:

* Work with the Executive Director to oversee and direct the smooth operation of NCEDSV’s offices including but not limited to: coordinating administrative support for all areas of the organization;
* Serve as key staff liaison to NCEDSV vendors, funders and donors.
* Assist with managing the public policy work of the organization under the direction of the Executive Director;
* Work with the Executive Director to oversee and direct all human resources policies and procedures.
* Oversee and direct the communication initiatives of the organization including all resource development functions by working with the Communications Coordinator; and
* Oversee and direct the fiscal administration and grants management efforts of the organization by working with the Administrative Coordinator.

Supervises:

* Administrative Coordinator
* Communications Coordinator
* Administrative Specialist(s)
* Policy Specialist(s)
* Program Specialist(s)

Representation:

* Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition’s mission and vision statements and guiding principles.

Possible Board Committee Assignments:

* Internal Affairs Committee
* External Affairs Committee

Physical Demands:

* Ability to lift 25 lbs.
* Sitting for extended periods of time

**Qualifications:**

Required skills, knowledge and ability:

* Excellent verbal, written, and organizational skills
* Computer literacy and proficiency with MS Office Suite
* Access to reliable transportation to travel as needed to complete job duties, valid Driver’s license and proof of insurance necessary
* Ability to read, write, and speak Spanish preferred
* Ability to adapt to changes in work duties, processes and technologies
* Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
* Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
* Ability to train and supervise personnel
* Strong background non-profit bookkeeping and payroll
* Ability to troubleshoot computer network/equipment, proficiency with all basic office equipment

Education and Experience:

* MA degree in Business Administration or related field or 6 years’ work/volunteer experience in an office environment
* Previous experience as a supervisor required
* Experience with non-profits and grant management preferred
* Being a survivor is considered experience
* Experience working in a non-profit environment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

Employee Signature Employee Printed Name Date

Supervisor Signature Supervisor Printed Name Date