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Assistant Director

Under the direction, guidance, and in coordination with the Executive Director, the person in this position is responsible for the planning, organizing, staffing, motivating, directing, training, and management of a non-profit organization committed to serving its members and people who experience family violence and sexual assault. This position is responsible for training, technical assistance, and consultation and must have a working knowledge of all aspects of family violence.

The person in this position will have knowledge of domestic violence, sexual assault and stalking specific work and at least five years’ experience in the field. The person in this position will have knowledge of administrative and management principles necessary for directing services, ability to communicate effectively with diverse groups, knowledge of budgeting principles, personnel procedures, program development, and program evaluation. This person will also have the ability to function as the chief administrative officer of a non-profit corporation under the supervision of the governing board and knowledge of supervisory and staff development in the absence of the Executive Director.

The Assistant Director communicates regularly with the Executive Director through written reports, attendance at staff meetings, participation in staff activities and contact with individual Board members. This person has the primary responsibilities for administering the emergency services funding. This person supervises two of the Project Specialists, the Administrative Specialist, and the Financial Analysts and provides the direction and supervision necessary for them to accomplish their assigned duties.

The Assistant Director is evaluated annually by the Executive Director.

Essential Job Functions for the Assistant Director are:

* Develops systems for adequate administrative coverage of assigned programs.
* Develops and maintains an effective system of personnel development and evaluation for assigned programs.
* Develops and maintains effective systems for program development, including responsible budgeting and staffing for all programs.
* Develops and maintains effective mechanisms for necessary grant writing, public relations and community involvement.
* Develops and maintains effective mechanisms for grant writing and monitoring per agency and grant guidelines.
* Develops and maintains community contacts, focusing on those networks appropriate to the organization’s focus of service.
* Maintains political awareness and connections within the context in which the organization does business.
* Continually evaluates and responds positively to the ongoing needs of the organization.
* Coordinates and provides training and technical assistance in the areas of domestic violence, sexual assault, stalking, child abuse, etc. as needed
* Provides other duties as needed per the Executive Director and the Board of Directors

Qualified candidates will have a Bachelor degree in Human Services field or related experiences, and a Master’s degree in a Human Services field is required.

Statewide travel is necessary for this position. Limited out of state travel is less frequent and required.