

NCCASA Job Description

Associate Director

PURPOSE OF POSITION: Under the direction of the Executive Director, the Associate Director manages NCCASA's internal operations and develops systems to improve overall agency administration. The Associate Director works collaboratively with NCCASA's management to ensure compliance with all funding contracts and grant requirements. The Associate Director also serves as the Acting Director in the absence of NCCASA's Executive Director. This position requires statewide and national travel as assigned. Full-time, exempt position.

RESPONSIBILITIES AND DUTIES:

Grant and Contract Compliance:

- Maintain up-to-date contract files, ensuring that all records are maintained in accordance with the requirements of each contract.
- Submit timely and accurate reports to all grant managers, as required by contracts.
- In conjunction with Department Directors, ensure contracts remain within budget limitations and meet outlined products, deliverables, and objectives.

Human Resources:

- Manage agency's recruitment and hiring processes.
- Evaluate staffing needs.
- Coordinate hiring procedures and orientations for new hires with supervisors and the Operations Director.
- Oversee agency's compliance with employment law.
- Supervise and support agency's Management Team (in conjunction with Executive Director).
- Review and maintain agency's personnel files in compliance with labor law and grant requirements.
- Maintain current job descriptions for each staff position and ensure clarity and consistency across positions.
- Administer and maintain agency's benefit programs, in conjunction with the Operations Director.
- Maintain, update, and distribute employee personnel handbook and policies. Serve as agency's Acting Director in absence of Executive Director.

Budget and Finances:

- Develop and monitor agency's budget with Operations Director and Executive Director
- Oversee compliance and reporting in accordance with Generally Accepted Accounting Principles, in conjunction with the CFO.
- Ensure timely reporting to the Board of Directors and to grant managers.

- Support the Management Team by ensuring they receive timely budget updates from the Operations Director and have information to make appropriate department budgeting decisions.

Agency Planning and Evaluation:

- Oversee departmental work-planning processes.
- Develop and oversee outcome evaluation processes for overall agency products.
- Support staff in developing and maintaining evaluation processes.
- Coordinate agency planning processes as directed by the Board of Directors.

Grant writing:

- Work with Executive Director to identify potential new funding sources and develop proposals.
- Work with staff to identify areas of programmatic need and identify potential funding sources.

Board of Directors and Committees:

- Serve and provide support to committees,
- Coordinate timely delivery of reports and updates.

Represent NCCASA

- Attend and participate in meetings/workgroups as needed.

Coordinate with NCCASA staff to ensure:

- Timely sharing of information
- Responsiveness to membership's needs

REQUIREMENTS:

1. An understanding of and agreement with NCCASA's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
2. B.A. in related field. Extensive experience and demonstrated skills and aptitude Considered in lieu of education.
3. Experience, minimum five years, in a senior management position at a Community-based rape crisis center that delivers quality sexual assault prevention, intervention and treatment services. Experience in project design, implementation and evaluation, personnel management, strategic planning, non-profit management vital to be successful in this position. Knowledgeable of Council for Women and Governor's Crime Commission services standards, funding requirements as well as rape crisis center operations including 24 hour intervention services, sexual assault response team response, prevention and community education programming, volunteer recruitment and management, counseling approaches and more. Experience in development and monitoring of budgets and the provision of technical assistance services.

4. Comprehensive knowledge of nonprofit management, including organizational development, policy development, board and committee structures, personnel management, and nonprofit governance.
5. Demonstrated ability to work independently and ability to manage multiple tasks and shifting priorities.
6. Knowledge of and experience with facilitating meetings and trainings.
7. Experienced supervisor knowledgeable of California employment law, employee recruitment, supervision and retention, and the ability to coordinate a staff to respond to service requests and meet project objectives. Ability to maintain a professional work environment and relationship with employees, co-workers, management staff and clientele. Experience in negotiating and managing contracts and projects successfully.
8. Ability to be pro-active in identifying emerging trends in violence against women prevention and intervention and to translate trends into training and educational programs for service providers. Strong assessment skills to determine technical assistance and information needs and the capability to design services to respond to those needs. Willingness to promote victim service providers to have the best services in order to respond to community and victim/survivor needs.
9. Excellent communication skills, both written and oral are essential. Experience in designing workshops and presentations to diverse professionals and audiences. Ability to communicate with diverse groups. Experience in group facilitation. Technical writing capabilities including grammar, spelling, and document design. Proven experience in developing material appropriate in content and style to audience and type of publication.
10. Must be organized, neat, flexible, and multi-task oriented, and detail oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Able to manage time effectively and make independent decisions.
11. Ability to maintain positive, cooperative and professional demeanor with rape crisis center staff and volunteers, NCCASA staff/board, vendors, consultants, allied professionals, and members of the public. Skill and enjoyment in interacting with people and creating an accessible work environment.
12. Ability to travel in NC and some national travel including overnights and some weekends. Must have own vehicle including a valid NC driver's license and insurance in order to attend meetings, implement trainings, and provide on-site assistance to rape crisis centers and other clientele.
13. Willingness to abide by the mission and philosophy of NCCALCASA.

NCCASA makes reasonable accommodation for qualified individuals. All employment actions are based solely on an individual's qualifications, without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship or marital status.

NCCASA is an Equal Opportunity Employer

Employee Signature

Date

Associate Director
0.10 FTE – OES Grant
Job Duties

1. Provide overall program administration and development. Ensure grant compliance, including grant objectives and activities are met. Review and complete appropriate grant documents related to grant reports, contracts, and other grant related documents/records are maintained and submitted in a timely manner.
2. Supervise, manage, and coordinate project staff.
3. Coordinate project staff in developing appropriate workplans to ensure project/grant goals are met in a timely manner.