



FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org

Job Title: Associate Director
FLSA Status: Exempt
Location: Concord
Compensation: \$130,000 - \$150,000 annually
Prepared Date: 5/25/24

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch. It is currently working on establishing another Center in San Ramon Valley.

POSITION SUMMARY:

Family Justice Center is seeking a passionate and talented Associate Director to direct and support all administration and programing functions including developing and implementing program strategies, building program and staff capacity, and ensuring organizational financial sustainability. Reporting to the Executive Director, the Associate Director will provide strategic vision and leadership and lead infrastructure development. The successful candidate will be a thoughtful leader who brings significant experience in program development, planning, and oversight; staff development; infrastructure and systems development; and finance, HR, and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in long range program development and implementation and participates in strategic planning.
- Supports program design, development, and evaluation strategies, including training and supporting program staff around strategies as needed.
- Facilitates strategic dialogue and alignment across the organization and streamlines organization-wide practices and processes to ensure effectiveness.
- Works closely with the Executive Director to ensure effective implementation of the Center’s strategic plans and overall management of the organization, including human resources management, budget planning and resource management.
- Assists the Executive Director with implementation of fund development activities, development of grant proposals and the cultivation of donors.

- Provides supervision of and support to Center Directors, Clinical Director, Program Mangers, and other staff.
- Identifies, guides, and implements strategies to maintain and strengthen a positive work environment and culture across the organization.
- Develop pathways for staff advancement and development and facilitate professional development opportunities.
- Increase the Center's visibility and leadership via collaborations and organizational networking. Provide strategic leadership to build alliances with key stakeholders.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.
- Travel between Centers to work with staff on a regular basis.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field of service required. Post graduate degree preferred.
- Minimum ten years of supervision experience.
- Minimum ten years of program development and fundraising experience.
- Minimum ten years of grant management and reporting experience.
- Experience in relationship building, community outreach, and conflict resolution.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- A proven track record in successful revenue growth in the non-profit sector.
- Broad understanding of non-profit and foundation communities.
- Experience in communications and fund development.
- Deep understanding of nonprofit finance, budgeting, and resource management.
- Demonstrated ability to recruit, train, coach, and supervise staff.
- Demonstrated ability to meet deadlines in a fast-paced environment.
- Flexibility and strong problem-solving capabilities.
- Competency with computer software and data systems.
- High comfort with data collection and evaluation.
- Excellent oral and written communication skills, including public speaking and facilitation.
- Strong analytical and organizational skills.
- Ability to travel.
- Ability to multi-task and learn new areas and practices.

APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: jenna@cocofamilyjustice.org. Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position.



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We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

