

**Safe Haven of Greater Waterbury, Inc.
Personnel Committee**



Job Description:

Name: _____

Title: Director of Programs and Advocacy/Associate Director

Supervisor: Executive Director

Job Analysis:

Assists Executive Director with day-to-day operations of agency, specifically oversight of programs and advocacy in accordance with policies formulated by the Board of Directors, which includes engaging supportive services and advocacy, assisting in fundraising and grantsmanship, to ensure that responsibilities are met in alignment with organizational mission and values.

Administrative Duties:

1. Assist Executive Director with fiscal and grant reporting and contracting for services.
2. Obtain funding for programs and services through program development activities, grant opportunities, and collaborative partnerships.
3. Maintain and manage current grants, grant reporting, and cultivate new funding opportunities.
4. Follow required grant budget expectations and appropriately utilize funds.
5. Ensure that all funding requirements and grant deliverables are met in a timely manner.
6. Work with fundraising committee and executive director to coordinate long-range fundraising plan and yearly events.
7. Assist in cultivating new donors and develop community relationships that foster fundraising initiatives.
8. Ensure positive funder relationships, meet grant expectations for current and future grant opportunities, and submit required documentation.
9. Assist with capital campaigns and annual fundraisers.
10. Ensure the safety and welfare of survivors.
11. Direct and supervise programmatic activities through appropriate subordinate staff.
12. Support positive organizational culture and promote collaboration and teamwork between staff.
13. Ensure compliance with all regulatory agencies governing services and programs.
14. Research new funding opportunities, assess appropriateness, and evaluate staff capacity.
15. Assist in development of the agency's programs in line with contractual obligations and services per strategic priorities.

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16. Maintain working relationships with community agencies, other domestic violence/sexual assault programs, CCADV, CT Alliance, public and private funding agencies for both programmatic and fundraising purposes.
17. Assist the Executive Director with engagement in community-building activities that benefit the work of the organization including cultivating influential and cooperative relationships and increase the visibility of the organization with law enforcement, court systems, social services network, educational and community groups, and the public.
18. Ensure that staff receive timely performance reviews.
19. Maintain open communication with staff by organizing case management/case reviews.
20. Assist with supervision, scheduling and training of staff and volunteers.
21. Represent the organization through coalitions, networks and related groups as needed or at the request of the Board of Directors or Executive Director
22. Other duties as requested by the Executive Director or Board of Directors.

Overall Duties:

1. Keeps accurate records and filing of monthly, quarterly, semiannual, and annual reports for CCADV, Alliance and miscellaneous grants.
2. Assist in developing new programmatic training specific to our agency.
3. Assist in providing training for advocates to know their roles.
4. Maintains documentation and statistics.
5. Assist with training and updates in relation to client software.
6. Provide back-up support & guidance to all advocates.
7. Makes appropriate intake decisions and informed referrals.
8. Available to be on-call as needed.
9. Attending partner organizational meetings as required.
10. Attending monthly staff meetings.
11. Attend board meetings as needed.
12. Attend community events as directed by Executive Director
13. Other duties as requested by the Board of Directors or Executive Director.
14. Work collaboratively with the Executive Director to find new growth opportunities and other issues related to strategic direction.

Special Requirements:

1. Certification as a battered women's counselor and sexual assault counselor (under CGS 52-146k) as amended, regarding Confidential Communications.
2. Knowledge and experience with issues of domestic violence and sexual assault.
3. Supervisory experience
4. Grant writing experience.
5. Effective oral and written communication skills.
6. Ability to maintain excellent relationships with government as well as private and social service agencies.
7. Ability to maintain confidentiality.
8. Crisis intervention and counseling skills.
9. Organizational skills.

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10. Strong Commitment to Safe Haven Mission, Values and Principles.
11. Strong Commitment to providing client defined and trauma informed services
12. Ability to meet deadlines and obligations.
13. Knowledge and experience with local and state social service providers.
14. Ability to work collaboratively, relate to a teamwork setting and support the mission of the organization.

Qualifications:

1. Administrative and organizational skills.
2. Experience with program development, supervision, and grant writing.
3. Prior advocacy or counseling experience
4. Master's degree in administration or human services required.
5. Ability to pass a criminal background and child abuse background check.

Signature

Date