



## **Director of Programs and Operations SAFE Family Justice Centers**

**JOB TITLE:** Director of Programs and Operations

**SUPERVISOR:** Reports to the Executive Director

**SALARY:** \$64,000-\$80,000 Annually

**APPLY:** [info@safefamiliesca.org](mailto:info@safefamiliesca.org)

SAFE Family Justice Centers is committed to providing services for children, youth and families who have experienced or are at risk of abuse and violence. SAFE Family Justice Centers is a private non-profit located in the Temecula Valley with satellite offices located at the Southwest, Riverside, and Indio Family Justice Center.

### **GENERAL JOB DESCRIPTION**

The Director of Programs and Operations will provide leadership within a progressive non-profit agency that is committed to providing services for children, youth and families who have experienced or are at risk of abuse and violence using the Family Justice Center model. The Director of Programs and Operations is a community leader and regional expert in the field of Intimate Partner Violence. The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program management, administrative issues, and capacity building.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- The Director of Programs and Operations is responsible for the organization's consistent achievement of its mission and supporting financial objectives.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress in fulfilling the agency's mission.
- Provide leadership in developing program, supporting organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's works.

- Maintain office records and documents, and ensure compliance with federal, state and local regulations.
- Establish sound working relationships and cooperative agreements with community groups and organizations that promote Family Justice Center Framework.
- Responsible for developing and maintaining sound financial practices.
- Write grants and aggressively seek diverse funding sources to support the agency's services and programs.
- The Director of Programs and Operations is an administrative leader and responsible for ensuring compliance with all Foundation, Government and private grants.
- Manages Advocacy Supervision and Business Office Staff and Development Team to include work allocation, performance evaluation and disciplinary actions.
- Leads agency staffing recruitment efforts and responsible for onboarding new staff.
- Advises staff and provides professional guidance regarding high lethality risk/ high profile cases and general oversight.
- Coordinates and leads the agency training department.
- Write grants and search for funding for agency programs.
- Serve and project manager in planning and coordinating programs to meet the needs of the agency.
- Support the Executive Director and see that the board is kept fully informed on the condition of the organization and all-important factors influencing the health of the agency.
- Work with the staff, Finance Committee, Executive Director, and the Board of Directors in preparing the agency budget to ensure that the organization operates within the budget guidelines. Jointly, with the preside and secretary of the board of the directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Collaborate with public and private stakeholders.

## **MINOR DUTIES AND RESPONSIBILITES**

- Maintain working knowledge of significant developments, laws, and trends within the focus of intimate partner violence, child abuse, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.
- Is knowledgeable of Victim Advocacy competencies.
- Routinely speak and educate the community and businesses about intimate partner violence, child abuse, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.
- Provide training and in-services to professional, businesses and community stakeholders regarding intimate partner violence, child abuse, human trafficking, elder abuse, sexual assault, and adverse childhood experiences.

- Supervise management and administrative staff. Ensure effective management of teams, staff and volunteers.
- Ensure the adequate funds are available to permit the organization to carry out its works.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resources practices are in place.

**QUALIFICATIONS FOR THE JOB**

***Education:***

Bachelor’s Degree minimum

***Experience:***

5-10 years of executive management experience, managing programs and budgets

**KEY COMPETNECIES**

Visionary Leader

Excellent Grant Writing Skills

Non-Profit Management Experience

Experience leading and sitting on state, local and community coalitions

Collaboration

Program Development

Leadership Development

Capacity Building

Victim Advocacy

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Last Reviewed:** 5/10/2022

**Last Reviewed By:** Katie Gilbertson

