



## HOPE Coalition Position Description

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**Position Title:** Associate Director

**Responsible To:** Executive Director

**Supervisory Responsibilities:** Shelter Manager, Housing Advocate, Kid Count Advocates, Sexual Assault Advocates, Domestic Violence Outreach/Legal Advocates

**FLSA Status:** Salaried/Exempt

**POSITION SUMMARY (PRIMARY OBJECTIVES OF POSITION):**

The Purposes of this position are to: Assist the Executive Director in carrying forward HOPE Coalition’s mission through a range of internal organizational management functions including: management and oversight of agency strategic plan, budget, fundraising goals, and program reporting; developing and managing all direct service programs; supervising assigned direct services program staff; and promoting the organization’s programs and services within the community.

Functions as a member of the Administrative Team and may act in the Executive Director’s absence.

**ESSENTIAL FUNCTIONS:**

<u>Weight</u>	<u>Function/Duty</u>
	List of major tasks, duties and responsibilities of the position, and the percentage of time spend on each
25%	<p><b>Staff Supervision</b></p> <ul style="list-style-type: none"> <li>• Recruits, hires, trains, and coaches staff. Oversees daily work, monitors progress, and evaluates employees to ensure efficient performance and timely completion of goals assigned.</li> <li>• Provides 24-hour on-call support, develops and/or oversees schedules and approves timesheets, and facilitates regular program meetings.</li> <li>• Maintains an organizational climate that attracts, motivates, supports, and retains high quality employees and volunteers who are committed to HOPE’s vision, mission, and values.</li> </ul>
45%	<p><b>Program Management</b></p> <ul style="list-style-type: none"> <li>• Works in partnership with the ED to set operational priorities and manage resources related to programming. Assesses, develops, implements, maintains, and evaluates all aspects of programming to ensure goals, objectives, and standards are met.</li> <li>• Plans, conducts, and directs work on complex projects/programs requiring the use of new and unique approaches.</li> <li>• Works in partnership with the ED in handling all the managerial activities that take place in the organization.</li> <li>• Oversees database and tracking systems.</li> <li>• Interacts regularly with Executive Director, Board of Directors, Administrative and Direct Service Staff, and occasionally, interns and volunteers.</li> <li>• Attends Board and Committee meetings as appropriate and reports to the Board of Directors on all activities taking place within the organization.</li> </ul>

15%	<p><b>Fiscal Management and Development</b></p> <ul style="list-style-type: none"> <li>• Works in partnership with the ED in grant seeking including: research, proposal writing, and reporting requirements.</li> <li>• Works in partnership with the ED to develop, refine, and implement budgets as well as monitor for adherence.</li> <li>• Works in partnership with ED in managing organization finances and nonprofit administration to ensure good governance and financial accountability. Authorizes purchases/expenditures.</li> <li>• Recommends changes in organization policy and procedure.</li> <li>• Develops strategies and ensure maximum efficiency in the utilization of human and financial resources.</li> <li>• Works closely with the ED, Board of Directors, Fund Development Coordinator, and volunteers to achieve fundraising goals.</li> <li>• Works with Board of Directors and Executive Director on strategic planning and implementation – including developing and monitoring completion of organizational goals and objectives.</li> </ul>
10%	<p><b>Community Outreach</b></p> <ul style="list-style-type: none"> <li>• Serves as a community liaison by professionally representing HOPE to the public through presentations, speaking engagements, meetings, reports, and other written materials.</li> <li>• Develops and maintains positive relationships with partners and other organizations while advocating on behalf of client needs.</li> <li>• Represents HOPE on behalf of the Executive Director, when requested.</li> <li>• Analyzes community needs and trends in order to assist agency in responding appropriately.</li> </ul>
5%	<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Completes other duties as assigned by the Board of Directors or Executive Director.</li> </ul>

**MINIMUM REQUIREMENTS:**

- 5 years (or more) of prior nonprofit management or administration experience in same or similar field.
- Bachelor’s degree in related field.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

- Experience developing and tracking budgets.
- Excellent writing skills.
- Experience working with diverse populations.
- Experience with database software.
- Comfort with Microsoft Word, Excel, web research and social media use.
- Maturity, initiative, resourcefulness.

- Excellent leadership qualities to manage employees tactfully and motivate team.
- Ability to inspire others, creatively problem-solve, and work collaboratively with staff and volunteers.
- Ability to thrive in a small nonprofit and take on multiple responsibilities, as needed.

PREFERRED REQUIREMENTS:

- Master's degree in related field.
- Certificate of completion of 40-Hour Sexual Assault Advocacy Training.

MINIMAL PHYSICAL REQUIREMENTS:

- Lift, carry, push and/or pull up to 50 lbs.
- Interact verbally with internal and external audiences.
- Use a computer and other standard office equipment.
- File documents.
- Enter data into a computer.

OTHER REQUIREMENTS:

- Keep regularly scheduled core office hours.
- Work varying hours as required by the position.
- Carry a cell phone and assume on-call duties.
- Travel between program sites and within service region.
- Participate in all team meetings.
- Keep appropriate records and statistical data (work logs, timesheets, mileage, expenses, etc.).
- Understand and comply with agency policies and procedures.
- Report weekly to Executive Director.
- Attend at least 40 hours of related training annually.
- Pass background check.
- Maintain valid driver's license & personal automobile insurance coverage.

OTHER :

- The Associate Director is a new position designed to ensure agency sustainability through established succession planning. At the discretion of the Board of Directors, the Associate Director may be promoted to the post of Executive Director.

This position description will be reviewed periodically and adjusted according to organization need.

HOPE Coalition is an Equal Opportunity / Affirmative Action Employer and will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.