



MID-SHORE COUNCIL ON FAMILY VIOLENCE

**Chesapeake Crisis to
Self-Sufficiency Model®**

Associate Director Job Description

About Mid-Shore Council on Family Violence (MSCFV)

MSCFV has been serving victims of domestic violence in the five counties of Maryland's Mid-Shore for more than 30 years. Through our Chesapeake Crisis to Self-Sufficiency Model®, our dedicated case managers connect our clients with basic needs, housing, legal services, counseling, and much more as they walk with our neighbors on their journey to become self-sufficient survivors.

About the Job

This is a full-time position (40 hours per week) located in Easton, MD. The Associate Director will report directly to the Executive Director. The selected candidate will assist with oversight of the day-to-day operations related to efforts such as crisis and transitional services, management of grant funding, support of Donor Development efforts, and Human Resources. The Associate Director will also oversee special projects and Victim Services. This is a new position, and the selected candidate will have a hand in shaping the role. The ideal person for the Associate Director position is a self-starter who is flexible, able to identify and offer solutions to problems, and can work well both independently and with a team.

Qualifications

- Minimum Bachelor's Degree or equivalent – degree in Human Services is a plus, Master's Degree preferred
- Minimum of three years' management experience in the Human Services field
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- Familiarity with nonprofit policies and procedures
- Excellent verbal and written communication skills
- Ability to adapt to diverse needs
- Demonstrated leadership, problem solving, and personnel management skills and experience
- Strong interpersonal and organizational skills
- Experience in successful grant writing and administration, including a high level of understanding of Maryland State and United States Federal grant application processes and policies
- Must pass a criminal background check

Position Responsibilities

The Associate Director will work in partnership with the Executive Director to achieve MSCFV's mission, goals, and objectives, and to assist in the oversight of the organization's day-to-day operations. The Associate Director will:

- Oversee the implementation of MSCFV’s Abuser Intervention Program and Case Management Services.
- Provide support and troubleshooting for the Director and Assistant Director of Victim’s Services.
- Provide backup daytime hotline coverage as needed.
- Manage human resources, including responsibility for managing hiring, firing, evaluation processes, employee policies and legal compliance.
- Coordinate and oversee onboarding and training of new employees.
- Conduct regular staff evaluations, strengthening the structure and process ensuring a smooth and proactive evaluation process.
- Assist in the identification of critical needs, problems and opportunities and work with the Executive Director to expand services as identified.
- Assist Executive Director with grant management, project implementation and reporting.
- Act as a backup grant writer to the Donor Development Coordinator and Executive Director.
- Oversee the management and maintenance of MSCFV-associated properties, including rentals and buildings owned by the organization.
- Assist with strengthening and developing additional programmatic partnerships that will help current programs and services and deepen ties with the community, funders and other supporters.
- Implement practices and develop new policies that reinforce MSCFV’s values, promote professional well-being, staff retention, and long-term staff sustainability.
- Maintain the Employee Handbook and ensure that it is up-to-date and all employees are informed and receive training regarding any changes.
- Maintain accurate employee records.
- Foster a working environment that will build a supportive environment and enhance the staff’s professional capabilities through training and coaching.
- Take on additional tasks as directed by the Executive Director.

**The information contained herein is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.*

Salary

\$88,000 - \$91,000

Interested candidates should submit a letter of interest and resume to Jeanne Yeager at jyeager@mscfv.org