



## **JOB ANNOUNCEMENT**

***Position Closes: July 10, 2015***

**Position:** Operations Manager  
**Status/Hours:** Full-time; salary; exempt  
**Wage:** Dependent on experience

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations and allied groups. With offices in Sacramento, the Partnership's diverse membership spans the entire state. Through our public policy, communications and capacity-building efforts, we align prevention and intervention strategies to advance social change.

The Partnership believes that by sharing expertise, advocates and policy-makers can end domestic violence. Working at the state and national levels for nearly 40 years, the Partnership has a long track record of successfully passing over 200 pieces of legislation addressing domestic violence. Every day we inspire, inform and connect all those concerned with this issue, because together we're stronger.

For more information, visit [www.cpedv.org](http://www.cpedv.org).

# # #

The Partnership has an opening for a full-time **Operations Manager** in our Administrative Department. Working in our Sacramento office, this position is responsible for managing and implementing the Partnership's:

- ❖ Operational functions (e.g., office management, technology, grant reporting)
- ❖ Human resources program
- ❖ Contributing to organizational activities

### **MINIMUM / DESIRED QUALIFICATIONS**

#### Education and Experience:

- a) Bachelor's degree or equivalent in Nonprofit Management, Business Administration, Human Resources, Organizational Development or related field; PHR certificate and/or Master's degree preferred
- b) Paid experience in a non-profit setting, preferably at coalitions, professional associations, social justice or similar organizations
- c) Demonstrated experience directing and supervising the work of other personnel (i.e., hiring, supervision, performance reviews, professional development, discipline and termination)
- d) Experience managing government grants (i.e., grant-writing, contract compliance, statistical reporting, etc.)
- e) Minimum three years paid experience in Management position(s)

Required Skills, Knowledge and Abilities:

- f) Commitment to the Partnership's Vision, Mission, Guiding Principles of Unity and Cultural Competency Standards
- g) Extensive knowledge of human resources management and best practices
- h) Understanding of and commitment to issues of cultural competency and non-discrimination
- i) Thorough knowledge of Federal/State wage and hour laws
- j) Ability to work effectively with domestic violence advocates from a variety of roles and backgrounds, as well as multi-disciplinary allies and representatives from government agencies
- k) Ability to direct and supervise the work of contracted IT network providers and other vendors
- l) Strong verbal communication, facilitation and interpersonal skills; and competent writing and editing capabilities
- m) Ability to be self-directed and to work collaboratively within a team environment
- n) Excellent organizational and time-management skills
- o) Technical proficiency with MS Office programs and data collection programs; familiarity with accounting/payroll programs preferred
- p) Access to reliable transportation and ability to travel as needed to complete job duties; valid driver's license and proof of auto insurance required

**INTERESTED APPLICANTS SHOULD  
SUBMIT COVER LETTER & RÉSUMÉ DEMONSTRATING QUALIFICATIONS  
BY JULY 10, 2015 TO: [jobs@cpedv.org](mailto:jobs@cpedv.org)**

The Partnership is an equal opportunity employer.