



Projects Director, Temporary

We are currently seeking a Projects Director for a period of approximately 18 months to map, develop, and manage the broad range of infrastructure and systems that support and sustain our work at STAND!.

Reporting directly to the agency's new CEO, the Director will be responsible for the agency's physical (facilities) infrastructure, and will map and put in place systems to plan and manage the development, maintenance, and repair of the agency's residential and office properties. The Director will also oversee our informational infrastructure by managing data relating to impact evaluation and reporting; coordinating our grant writing / proposals calendar; and by tracking the outcomes of agency events and development work.

The successful candidate will partner with the CEO and Directors to develop and integrate our management information systems and processes so that all our work is measured consistently and effectively, we can effectively communicate the impact of our work to stakeholders, and we are able to leverage that information to support development efforts to raise our annual budget of \$5m+.

The Project Director's responsibilities include:

- Work with Directors and other internal teams, maintenance workers, project managers, and vendors to manage the agency's facilities including managing improvement projects, planning preventative maintenance schedules, and overseeing as-needed repair work.
- Collate and report on metrics and outcomes information collected across the agency
- Work with the CEO to develop and implement a comprehensive marketing strategy that reinforces STAND!'s brand and mission and develops the case for support
- Oversee all digital channels of communication including website development and maintenance
- Work with the CEO to design and implement a strategy for donor information management; manage donor database system, oversee staff responsible for data entry and gift processing
- Facilitate and lead staff participation in marketing efforts
- Manage grant writing and reporting process: manage contract grant writers, oversee the development and tracking of grant proposals, partner with Directors to manage and oversee grant reporting compliance
- Partner with the CEO to network, attend events and represent STAND! in public venues
- Manage project budgets

Required Qualifications:

The successful candidate for this position will hold a graduate or advanced degree, and will bring with them proven skills in collaborative work and relationship building both within an organization and with outside constituents, strong interpersonal skills, and the ability to collaborate, build team spirit, and achieve results within a diverse population who may reflect a range of interests, perspectives, and expectations.

- 3+ years' experience and a sophisticated skillset in people management
- 3+ years' project management experience
- Demonstrated ability to manage a diverse portfolio with multiple and competing responsibilities
- Excellent written and verbal communication skills with the demonstrated ability to represent a complex organization effectively
- Robust experience developing and using management information, including systems and data analysis
- Creative thinker; eager problem-solver
- Understanding of, and commitment to the agency's mission
- Reliable vehicle, valid California driver's license, clean driving record, and proof of insurance (MVR will be run prior to hire and periodically thereafter)

Preferred Qualifications

- 2-3 years' management-level experience in a non-profit fundraising or business development role
- Previous experience in the field of family violence or domestic violence

Employment with STAND! is contingent upon clear fingerprint and criminal history record and successful completion of US DOJ Form I-9; continued employment is contingent upon successful completion of the agency's mission-related required training

We offer:

- A learning environment
- Salary range of \$80,000 to \$87,000 DOE
- Generous benefits package: regular employees working 30 or more hours per week are eligible to participate in benefit plans including medical, dental, vision, life and AD&D insurance, voluntary acupuncture and chiropractic insurance, 403(B) plan (matched after one year's service); and to earn vacation, sick leave and holiday pay.

To apply:

Apply by emailing a cover letter, resume and the names of three supervisory references to: resume@standffov.org
Please put "Projects Director" in the subject line of your email.

Alternatively, you can fax your information to: (925) 265-6954, or mail to: Human Resources, STAND! For Families Free of Violence, 1410 Danzig Plaza, Concord, CA 94520.

STAND! For Families Free of Violence is an Equal Opportunity Employer committed to staff diversity. We welcome qualified persons of all backgrounds to apply.

Posted: 10/27/2017