

**JOB DESCRIPTION ASSOCIATE DIRECTOR
ASSOCIATE DIRECTOR OF CULTURE AND TRUST STRATEGIES AND PRACTICE**

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. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the goal of ending patriarchal, domestic, and intimate partner violence.

The Partnership is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

As a member of the Culture and Trust Strategies and Practice Team, the **Associate Director of Culture and Trust Strategies and Practice** (Associate Director) reports to and is a strategic thought-partner to the Senior Director Culture and Trust Strategies and Practice. The overall scope of duties encompasses day-to-day responsibility for financial management and oversight of a grant portfolio consisting of government grants, private foundation grants, and other complex grant awards. This includes developing and revising grant budgets, preparing and submitting financial reports, analyzing allocable expenses and formulating projections, and ensuring compliance with funder requirements and policies, including 2 CFR 200 for Federal Awards. The Associate Director will collaborate closely with the Senior Director on the development of appropriate policies and systems to manage grant activity and reporting and will help ensure integrity of all financial transactions and reporting in the context of grant awards.

RESPONSIBILITIES:

- Oversee and monitor the complete life cycle of local, state and national government and private foundation grants, including but not limited to: managing grant reporting deadlines, monitoring the budget and spending status of assigned grants, and ensuring requirements for monitoring and financial reporting are met for all federally-funded grant programs as required by 2 CFR Part 200.
- Assist in the preparation of grant budgets in collaboration with the Senior Director and other Partnership Directors.
- Manage grant budgets, initiate requests and provide information for budget revision or amendments.
- Prepare, complete, submit and ensure accuracy and timeliness of all financial and close-out reports.
- Assist with financial oversight and management of grant award funding and communicate with funders on questions/issues.
- Review financial transactions allocated to grant awards to ensure reasonableness, consistent treatment, and availability of funds. Analyze and monitor projects' fund and cash balances to keep project teams regularly informed of status.
- In collaboration with the Senior Director, determine financial charges that are allocable to the grant award. Ensure correct allocation of salaries charged to projects.

- Work with contracted accountants to ensure timely and accurate processing of payables, deposits, and billings and grant draws.
- Monitor compliance with federal regulations and spending of subcontracted agencies to ensure adherence to policies, procedures, and reporting requirement. Review subcontracted agencies' financial reports and oversee and track payments to subcontracted agencies.
- Build relationships and serve as a liaison with government agencies, private funders, and internal Partnership departments.
- Research possible annual indirect cost rate benefits for federal funder approval. If established, reconcile monthly organizational indirect cost rate.
- Work with the Senior Director to ensure appropriate internal controls for all contracts and grants management function.
- Other duties as may reasonably be assigned by the Senior Director to support the financial and grant management functions.

LEADERSHIP RESPONSIBILITIES:

The Partnership's Associate Directors play a crucial leadership role ensuring the effectiveness and productivity of their respective teams. Through data analysis, strategic thinking, maintaining a values-based culture, and decision-making regarding current and future use of resources, coaching, mentoring, and day-to-day interface with direct reports and other key stakeholders, the primary role and function of the associate director is to enable achievement of the mission and goals of the team and the Partnership. This is accomplished through utilizing their knowledge, skills, and subject matter expertise in efforts to support and inspire employees to consistently achieve or surpass performance expectations and/or results. Key performance indicators of leadership, management, and supervision include:

- Creating a culture supportive of staff that fosters high levels of motivation, collaboration, productivity, and quality.
- Taking ownership role as an agent and representative of the Partnership.
- Maintaining high ethical standards and demonstrating integrity, honesty, and trustworthiness in all endeavors and communications.
- Responsible for stewardship of resources including engaging in data analysis and strategic thinking, planning and decision-making when determining or making recommendations pertaining to current and future use of staff, finances, materials, technology, space, and equipment.
- Incorporating knowledge of organizational culture, realities and challenges into staff supervision, communication, and work process implementation strategies.
- Proactively identifying and constructively addressing past, current, or anticipated areas of concern or disagreement between individuals and groups to ensure that work efforts and projects continuously move forward.
- Demonstrating effective communication and openness to feedback and ideas; encouraging creativity and innovation; constructively mediate and engage in difficult or sensitive conversations.
- Complete timely performance appraisals in accordance with Partnership policy.
- Equitably identify, seek, and support opportunities for professional development and training of team members.
- Value equity, diversity and inclusion and actively build a climate of trust, appreciation, and openness; seek input and participation equitably among team members and communicate respect and take proactive measures to promote respectful interaction.

PROFESSIONAL DEVELOPMENT RESPONSIBILITIES:

The Partnership cultivates an environment that values growth and encourages employees to excel. To be a broad-based coalition that brings expert attention and real solutions to issues effecting the field, the Partnership requires every employee to actively engage in a professional development plan that identifies goals and growth opportunities.

Examples of activities that contribute to professional growth and development may include:

- Management and leadership training.
- Professional certifications.
- Technical skills training
- Teamwork and interpersonal skills training.
- Participation in professional organizations.
- Research.
- Developmental relationships.

OTHER RESPONSIBILITIES:

- Position domestic violence issues along with other movements.
- Frame the work in the context of preventing and ending domestic violence.
- Embody and promote the Partnership's values and guiding principles.

PRINCIPLES OF COMMUNITY:

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of these principles include:

- Communicating with dignity and respect.
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission.
- Constructively engaging in teamwork and collaboration.
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences.
- Taking proactive measures to promote more respectful interactions in the workplace.
- Treating and responding to others equitably and fairly.
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

PRINCIPLES OF BEING:

- Everyone at the Partnership is a leader: we lead by example. We demonstrate internally, to the membership and wider field our commitment to be non-violent people and to work to prevent violence.
- Everyone at the Partnership is a thought partner and collaborator in the visioning and implementation process for our innovative and transformational work.

- Everyone at the Partnership is a human being worthy of receiving and practicing kindness, patience, grace and respect.
- Everyone at the Partnership is free to speak their truth, while being open to other truths and without intentionally causing harm, othering or creating division.
- Everyone at the Partnership is invited to create daily time to practice self-reflection to remember and/or meditate on these Principles of Being.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- Bachelor's degree or relevant experience in Business Administration, nonprofit financial management, economics, public administration, or accounting required.
- Minimum of five years of experience managing grants and nonprofit finances required.
- Working knowledge of relevant regulations and requirements to meet government and grantee regulations and reporting requirements for grant financial activities, including the Code of Federal Regulations / OMB Uniform Guidance, is required. Sophisticated nonprofit fund and federal grant accounting and management knowledge strongly preferred.
- Ability to interpret and apply donor, institutional and departmental policies.
- Ability to understand, analyze and interpret financial information in varying formats (including general ledgers) and complete required reports.
- Strong ability to organize workload when faced with competing priorities and to complete work assignments on a timely basis.
- Excellent attention to detail and accuracy in work product.
- Demonstrated ability to maintain high level of confidentiality and professionalism.
- Commitment to the Partnership's Mission.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Demonstrated ability to communicate complex information and issues in a readily understandable way both orally and in writing.
- Able to work effectively as part of a team and on own initiative.

DESIRED SKILLS/QUALIFICATIONS:

- Proficiency in Microsoft Word, Excel and Outlook.
- Proficiency in use of common desktop/web applications.
- Proficiency with accounting/financial software (Quickbooks preferred), spreadsheets and data management systems required.

TO APPLY:

Please email the below items to Lisa Sica, Director of Culture and Trust Strategies and Practice, at jobs@cpedv.org. (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

All items should be combined into a single email attachment in PDF form, and your cover letter should be pasted into the body of the email.

Applications received by July 31, 2023, will be given priority; however, the position will remain open until filled.

LOCATION/TRAVEL:

This is a remote position.

SALARY:

- This is a full-time, exempt position.
- The salary range for this position is **\$92,000 - \$133,900**.
- Salary may be adjusted for experience.

BENEFITS:

The Partnership pays the entire cost for each employee's Health, Dental, and Life Insurances, and 75% of dependent Health and Dental premiums. The Partnership also provides 18 paid holidays (including the last full week of each year), 2 weeks of annual leave and 15 days of sick leave each year. Starting in FY24, the Partnership will provide a 3% pension match.

The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.

The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.

The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.