

JOB DESCRIPTION

ASSOCIATE DIRECTOR OF PREVENTION & CAPACITY BUILDING

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing a diverse membership of over 2,000 survivors, advocates, organizations and allied individuals across the state. Working at the local, state, and national levels for nearly 40 years, the Partnership has a long track record of representing the needs of domestic violence survivors and their children to advance legislative and systems change. The Partnership believes that, by representing and empowering our membership, advocates, and state policy makers, we can address the root causes of domestic violence and work together to end it. Through policy, prevention, communications, and capacity building, we work to create safe, healthy, and thriving relationships and communities.

The Partnership promotes the collective voice of a diverse coalition of organizations and individuals, working to eliminate all forms of domestic violence. As an advocate for social change, we advance our mission by shaping public policy, increasing community awareness, and strengthening our members' capacity to work toward our common goal of advancing the safety and healing of victims, survivors and their families.

As a member of the Prevention and Capacity Building team, the **Associate Director of Prevention & Capacity Building** (Associate Director) reports to the Senior Director of Prevention and Capacity Building and serves as a strategic thought-partner. Capacity Building includes the Partnership's statewide technical assistance (TA) strategy, which is implemented through training, one-on-one program support, survivor and provider resource call, collaborative learning spaces, and statewide events such as the Statewide Domestic Violence Conference. Prevention includes the Partnership's efforts to advance primary prevention, promote community-led solutions, build the capacity of organizations to address the root causes of domestic violence, and provide and maintain a comprehensive resource library.

The Associate Director will oversee and implement the Partnership's training, technical assistance, prevention, and capacity-building initiatives. These efforts span across all programmatic and policy areas, including: (a) Managing and implementing the Partnership's prevention and capacity-building activities and initiatives; (b) Supervising assigned personnel; (c) Grants management; (d) Management of programmatic budget; and (d) interdepartmental and organization-wide activities. This position requires strong leadership, strategic thinking, and supervision experience to support a high-functioning team delivering prevention and technical assistance initiatives statewide.

RESPONSIBILITIES

PROGRAMMATIC STRATEGIES AND IMPACT:

- Lead and support the design, implementation, and evaluation of technical assistance strategies and resources that strengthen the domestic violence field in California
- Provide thought leadership on primary prevention, including the integration of public health frameworks and equity-centered approaches. Implementation and supervision of the department's annual work plans and project timelines
- Represent the Partnership on committees and advisory groups and provide testimony and media interviews as appropriate
- Provide oversight and guidance on training and technical assistance requests for the department, as well as respond to requests for training and technical assistance
- Provide strategic oversight and coordination of the Partnership's Statewide Domestic Violence Conference in collaboration with a cross-team planning committee and the Senior Director, including support with content design, speaker engagement, and logistical planning
- Build and sustain relationships with local, state, and national partners to advance prevention and capacity building goals through shared initiatives and learning opportunities
- Ensure that the work of contracted vendors meets established fiscal policies and procedures and fulfills expected deliverables
- Co-develop, monitor, and report on programmatic efforts and evaluation measures including, but not limited to: (a) annual assessment of statewide needs; (b) surveys and other tools to evaluate programmatic offerings (i.e., trainings, events, etc.); (c) member engagement and satisfaction; (d) monthly dashboard reports for Board and membership reports; and (e) periodic analyses of efforts and outcomes to inform continuous quality improvement goals and advance programmatic development

HUMAN RESOURCES:

- Collaborate with the Senior Director of People and Finance to ensure a consistent standard of employee supervision, coaching, oversight, and appraisal
- Provide supervision, coaching, and professional development support and planning to assigned team members, fostering an environment of collaboration, trust, and accountability
- Lead performance management processes for team members, including setting clear expectations and providing regular feedback aligned with Partnership values

GRANT MANAGEMENT:

- Responsible for managing programmatic grants, meeting all deliverables and obligations, and maintaining contract compliance standards
- Coordinate preparation and submission of grant applications and subsequent required reports
- Oversee and manage programmatic budgets in collaboration with the finance team. Implement the schedule of grants management responsibilities and timelines (i.e., application dates, program/financial reports, etc.)

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:

- Demonstrate strong leadership that aligns with the Partnership's values
- Support direct reports in navigating complex projects, timelines, and collaboration across departments
- Actively represent the Partnership's mission and values in external partnerships, coalitions, and field-facing engagements
- 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

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 affecting 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

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience at the intersections of anti-violence or social justice work
- Minimum five years' management or leadership experience
- Proven ability to lead diverse teams and manage complex projects
- Commitment to the Partnership's Mission
- Excellent organizational and time management skills
- 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 an understandable way, orally and in writing
- Experience in grants management and compliance
- Experience in leading or implementing technical assistance, training, or capacity building initiatives
- Familiarity with public health and primary prevention frameworks in the context of gender-based violence
- Able to work effectively as part of a team and on own initiative

DESIRED SKILLS/KNOWLEDGE/ABILITIES:

- Knowledge of project management platforms and digital communication platforms (i.e. Zoom, Microsoft Teams, etc.)
- Technical proficiency with MS Office programs
- Experience with implementation of programmatic or advocacy efforts at the local level preferred
- Knowledge of adult learning principles and equitable facilitation strategies for training and technical assistance
- Supervisory experience

TO APPLY:

Please email the items below to Crystal Wishart, Associate Director of People and Finance, 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 **September 15, 2025**, will be given priority; however, the position will remain open until filled.

LOCATION/TRAVEL:

This position may require travel (approximately 15-20% of the time). This is a remote position; however, candidate must live in California.

SALARY:

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

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), 96 hours of annual leave (increasing with tenure) and 120 hours of sick leave each year. The Partnership offers a 401k plan.

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 providing reasonable accommodation for qualified individuals with disabilities during the hiring process and in the workplace, in compliance with applicable laws.

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.

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