Operations and Grants Director

My Sister’s House began in 2000 as a public campaign to establish the organization as Sacramento’s (in fact the Central Valley’s) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be “to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity.”

The Operations and Grants Manager is hired by the Executive Director and is directly accountable to the Executive Director of My Sister’s House. The Operations and Grants Manager is responsible for the overall daily operations of My Sister’s House, and particularly the safety and welfare of clients, staff and volunteers. Additionally, s/he is responsible for:

- Ensuring that quality client services are provided to domestic violence, sexual assault, and human trafficking victims.
- Overseeing all aspects of facilities management, vendors and contracts.
- Serving as the organization’s EEO and safety officer and other similar roles.
- Developing, implementing, and improving programs and services.
- Ensuring that statistics are compiled regularly, accurately, and timely.
- Overseeing fulfillment of grant objectives and agreements, including the grant reporting.
- Developing and monitoring program budgets.
- Working with staff on professional development and conducting staff performance evaluations.
- Representing My Sister’s House at various community and statewide collaborative meetings.
- Assisting in the identification of new growth opportunities and other issues related to the organization’s strategic development.
- Other duties as assigned.

Qualifications:

- Demonstrated experience (either paid or volunteer) working in domestic violence or violence against women field required.
- Able to work with diverse populations, including Asian and Pacific Islander ethnic groups, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged, a wide age range from infants to elderly
- Experience in working and/or managing a shelter preferred.
- Strong communication skills including writing and public speaking abilities required. Conflict resolution skills is highly desirable. Bilingual skills helpful. (Chinese, Vietnamese, Hmong, or other Asian Pacific Islander language ideal.)
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Valid driver’s license and ability to use personal vehicle for work; proof of car insurance.
- Ability to work as part of a team.
- A strong commitment to helping women and children in need.
- Must be willing to be on call for coverage of agency’s 24/7 services and programming.
Position: Full time (grant funded) – note work schedule varies
Reports to: Executive Director
Category/Status: Full-time/Exempt
Supervises: Client Services staff
Location: My Sister’s House office
Work Schedule: My Sister’s House business hours: M – F, 8:30 a.m. -5:30.
Note: This position’s responsibilities sometimes require work outside of business hours including early mornings, evenings and weekends.
Salary: $55,000 - $65,000
Deadline to apply: Open until filled
To Apply: Send resume and cover letter to jobsmsh1@gmail.com or:
My Sister’s House
Attn: Executive Director
3053 Freeport Blvd #120
Sacramento, CA 95818

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