
JOB DESCRIPTION
ASSOCIATE DIRECTOR OF CAPACITY BUILDING

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 Capacity Building team, the Associate Director of Capacity Building reports to and is a strategic thought-partner to the Senior Director of Prevention and Capacity Building. The scope of duties include responsibility for the oversight and implementation of the Partnership's training, technical assistance, and capacity building work, including: (a) Managing and implementing the Partnership's capacity-building activities and initiatives; (b) Supervising assigned personnel; (c) Grants management; (d) Management of programmatic budget; and (d) interdepartmental and organization-wide activities.

RESPONSIBILITIES:

PROGRAMMATIC STRATEGIES AND IMPACT

- With the Capacity Building team; develop and manage the strategic plan, programmatic vision, and functions of the department.
- 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.
- Establish and maintain implementation and measurement mechanisms that coordinate the Partnership's capacity building activities across organizational teams and at the local, state, and national levels.
- Provide oversight and guidance on training and technical assistance requests for the department, as well as respond to requests for training and technical assistance.
- Develop and coordinate the state-wide domestic violence conference.
- Identify and seek out new partnerships to advance the capacity building work of the Partnership and the goal of ending DV; collaborate with project partners on fulfillment of shared deliverables; cultivate new relationships, build trust and engage in deep dialogue.
- Financial management and oversight of assigned grants, pass through funds, and programmatic activities.

- 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

GRANTS MANAGEMENT

Under the direction of the Senior Director, responsible for management of programmatic grants, meeting all deliverables and obligations, and maintaining contract compliance standards.

- Prepare submissions of grant applications which support the programmatic functions and strategic directions of the organization.
- Implement the schedule of grants management responsibilities and timelines (i.e., application dates, program/financial reports, etc.).
- Preparation and submission of grant applications, which includes project budgets and financial reports.
- Management of programmatic budget.

HUMAN RESOURCES

- Collaborate with Senior Director of Culture and Trust to ensure a consistent standard of employee supervision, coaching, oversight, and appraisal.
- Provide direct supervision to assigned programmatic personnel.

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 the principles of beloved community 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 in related field or equivalent experience at the intersections of anti-violence or social justice work.
- Minimum of five years' management or leadership experience.
- 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.
- Able to work effectively as part of a team and on own initiative.

DESIRED SKILLS/QUALIFICATIONS:

- 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.
- Supervisory experience.

TO APPLY:

Please email the items below to Crystal Wishart, Associate Director of Culture and Trust, 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.

LOCATION/TRAVEL:

This position may require regular travel (approximately 25-40% of the time). This is a CA-based remote position; applicants for this position must reside in the State of 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), 12 days of annual leave and 18 days of sick leave each year.

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.