



MID-SHORE COUNCIL ON FAMILY VIOLENCE

**Chesapeake Crisis to
Self-Sufficiency Model®**

Associate Director Job Description

About Mid-Shore Council on Family Violence (MSCFV)

MSCFV has been serving victims of domestic violence in the five counties of Maryland's Mid-Shore for more than 30 years. Through our Chesapeake Crisis to Self-Sufficiency Model®, our dedicated case managers connect our clients with basic needs, housing, legal services, counseling, and much more as they walk with our neighbors on their journey to become self-sufficient survivors.

About the Job

This is a full-time position (40 hours per week) located in Easton, MD. The Associate Director will report directly to the Executive Director. The selected candidate will work in partnership with the Executive Director and staff to achieve MSCFV's mission, goals, and objectives, and assist in the oversight of the organization's day-to-day operations including human resources, grant funding, donor development as well as supporting efforts such as crisis and transitional services, victim services and other special projects.

This is a new position for the organization and the selected candidate will have a hand in shaping the role. The ideal person for the Associate Director position is a self-starter who is flexible, able to identify and offer solutions to problems, and can work well both independently and with a team.

Qualifications

- Bachelor's Degree or equivalent in human services, social work, or nonprofit management. Masters Degree preferred.
- Demonstrated leadership, problem solving, and personnel management skills and experience.
- Minimum of four years of management experience. Experience in the area of personnel management and employee relations preferred.
- Excellent interpersonal and communication skills, written and verbal, with ability to successfully support a diverse team.
- Significant experience in grant writing and administration.
- Ability to travel, as needed, throughout MSCFV's 5-county service area.
- Must pass a criminal background check

Primary Responsibilities

HUMAN RESOURCES

- **Recruitment and Onboarding:** Oversee the recruitment and hiring process for new staff, ensuring that new employees are onboarded and trained appropriately to support their success and understanding of the organization's culture and mission.
- **Performance:** Conduct regular staff evaluations, strengthening the structure and process ensuring a smooth and proactive evaluation process.

- **Staff Development:** Enhance staff's professional development by organizing training sessions and providing coaching services in relevant topic areas related to MSCFV's mission, work or policies.
- **Culture and Retention:** Develop programs that foster a supportive work environment that supports and promotes staff well being, retention, and long-term sustainability.
- **Policy:** Maintain up-to-date staff HR policies and related information such as employee records and the Employee Handbook and ensure compliance with any relevant employee regulations or laws; ensure that all staff are informed and receive training regarding any changes; ensure HR policies and procedures are in place to support staff during high-stress or crisis periods.

OPERATIONS & PROGRAM

- Assist in managing the organization's day-to-day operations while supporting strategic goals and initiatives.
- Assist with strengthening and developing additional programmatic partnerships that will help current programs and services.
- Deepen organizational ties with the community, funders and other supporters through various channels including attending networking events.
- Work collaboratively with leadership of MSCFV's Abuser Intervention Program and Victim Services to support successful operation of both initiatives.
- Work with the Executive Director to identify critical needs, problems and opportunities and to expand services as identified.
- Provide support to the Director and Assistant Director of Victim's Services.
- Manage and maintain MSCFV-associated properties, including rentals and buildings, to ensure
- Provide backup daytime hotline coverage as needed.

BUDGET & FUNDRAISING

- Assist Executive Director with grant management, project implementation and reporting.
- Act as a backup grant writer to the Development Director and Executive Director.

**The information contained herein is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.*

Salary \$85,000 - \$91,000 commensurate with experience

Benefits: Full benefits package offered.

To Apply: Interested candidates should submit a letter of interest and resume to career@mscfv.org by April 18, 2025.