



Associate Executive Director for Programs

Position Title: Associate Executive Director for Programs (AEDP)	Supervisor: Executive Director
Department: Administrative	Full or Part Time: Full Time
FLSA Status: Exempt	Salary Grade: \$84,000 - \$88,000
Ufr Code:	Revision Date: November, 2022

Position Summary

The AEDP directs delivery of programs in accordance with the agency’s strategic plans, best practice wisdom, research and evidence, and contractual obligations. The AEDP assumes responsibility for major cross- program initiatives and internally focused management functions including, program data collection and reporting, program evaluation and new and emerging programs and projects. The AEDP may assume responsibility for the organization in the absence of the Executive Director, upon appointment, and participates as a member of the Leadership Team to formulate and implement policies and plans to meet the organization’s short and long term objectives. The AEDP oversees and serves as a resource for the approximately 15-member staff.

Essential Functions

Agency Leadership

- Contribute to agency wide efforts to create a culture of non-violence, anti-racism, inclusion, and to actively seek ways to contribute toward efforts toward building an inclusive and organizational culture through relationships, transparency, knowledge, and modeling.
- Serve on Leadership Team.
- Contribute toward agency strategic planning, data collection and analysis, supervision through a cross-cultural and inclusive lens.
- Direct program, policy, systems, and budget planning, implementation, and evaluation.
- Engage with the Board of Directors as required, providing reports, engaging in program oriented discussions.
- Direct fulfillment of agency strategic plan and best practice wisdom.

Leadership and Management

- Oversees direct service programs through an anti-racism, survivor-centered perspective, and is responsible for deep application of social justice principles that center those most marginalized.
- May be appointed to serves as Safe Passage’s “second in charge”, with chief responsibility for internal management and leadership functions in the absence of the Executive Director.
- Ensures program activities comply with government contracts and the agency’s strategic plan.
- Supervises all program staff through direct supervision of Director-level staff.
- Implements programs and initiatives through a social justice lens.

- Supports the Executive Director through activities that promote a compelling vision for organizational culture, teamwork, and collaboration.
- Serves as a resource for the entire Leadership Team in areas of communications, data, program development, and evidence-based best practices.
- Oversees contractors and systems that support direct service programs, including data and program evaluation.
- Support the work of Board of Directors, with emphasis on areas of Strategic Planning and Personnel.

Communications

- Contributes to communications plans and initiatives, with emphasis on programmatic trends and information.
- Represents agency in educational forums, professional trainings, and media opportunities as assigned.

Emerging Programs

- Oversees the development, implementation, and evaluation of programs activities in keeping with the organization's strategic plan and emerging issues.
- Maintains knowledge of evidence-based practices and research that indicates emerging trends and issues relates to the work of Safe Passage, while incorporating evidence-based practices throughout organization.
- Serves as incubator of new and emerging program concepts and models.
- Oversee and contribute to grant requests for proposals that support dynamic and responsive direct service programs.

Data and Outcome Collection and Analysis

- Oversees the development of data collection tools and methods by working closely with program staff to understand contract and funder data reporting requirements.
- Oversees internal system for data collection and analysis and for documenting the impact of programs and activities using data.
- Serves as administrator of data collection system and liaison with database developer.
- Assures staff compliance and training with data collection systems through orientation, training, support and monitoring.
- Provides regular reports to Executive Director, Management staff, and board of directors.

Government Contracts

- Manages and monitors government contracts, including representing the organization in funder meetings and initiatives, tracking and responding to reporting requirements, managing renewals and initiating new funding sources
- Shares the representation of Safe Passage with government and philanthropic agencies, media, the financial community, and the general public.
- Work with Executive Director and financial, development, and program staff to respond to RFPs, renewals, and reporting requirements for existing and potential funders.

Program Support

- Contributes toward new volunteer and staff training as appropriate

- Provides guidance and research toward development of program policies, protocols, guidelines, and materials.
- Initiates, negotiates, and monitors key collaborations with partner agencies and stakeholders that enhance our programs and widen access for program participants, while coordinating with other staff.

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage’s mission and principles of diversity, inclusion, and empowerment.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Work Hours and Schedule

35 hours per week, Monday through Friday 9am to 5pm, with some required flexibility for evening, overnight, and weekend needs.

The AEDP participates, with other management level staff, in a rotation to provide off-hours critical incident back-up, and on-site Daily Manager roles.

Hiring Requirements

Education:

- Master’s degree in Social Work, Public Health, Education, or related field.
- Bachelor’s degree and equivalent life and work experience may be considered.

Years of Experience:

- Minimum five years of experience in nonprofit management and leadership

Knowledge, Skills & Abilities:

- Experience in funder relations, with preferred experience with state and federal funders of sexual and domestic violence initiatives.
- Commitment to and articulation of a social justice perspective and how that is manifest through the work of a direct service programs.
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with staff, clients, and organizational partners.
- Superior skills across the following areas: leadership, management, program development, verbal and written communication, community collaboration, organizational culture change, and staff collaboration

Tools & Technology Requirements

Tools & Technology Requirements for all staff: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic databases, and cloud-storage programs.

In addition, this position requires

- Familiarity with electronic data collection, payroll and online funder platforms.
- Proficiency with use of Microsoft office and Google Suite, including back-end Administrative functions.
- Demonstrated skills in supporting the workforce in a hybrid remote/in-person environment.
- Experience using and supporting staff in project management platforms and Excel.

Additional Responsibilities:

- Ensure that each employee is a valued member of the community by promoting physical and social integration and economic opportunity through ongoing staff development and motivation.
- Maintain strict confidentiality regarding client, staff and agency information.

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families.
We engage our community.
We advocate for systemic change.

Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.

Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.

Application Instructions

To apply: Send **resume and cover letter** with the subject “Associate ED for Programs” to spjobs@safepass.org.

Application deadline is January 4, 2023.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org