

JOB DESCRIPTION

SASP (Sexual Assault Services Program) Director

General Nature of Position: Responsible for serving as project lead for the Sexual Assault Services Program (SASP). Handles monitoring of SASP budgets and project progress. Supports rape crisis programs in fulfilling SASP grant requirements. This is a full-time, exempt position.

Reports to: Senior Director of Systems Advocacy

Preferred Qualifications: Associate or higher degree and/or 3-5 years of relevant experience. Skills in networking and policy analysis. Strong communication, organizational, and writing skills. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

Specific Duties:

- Ensure completion of all SASP project deliverables—
 - Determine annual formula-based awards for rape crisis programs.
 - Conduct an annual non-competitive application process for the funds.
 - Ensure proposed projects are consistent with SASP requirements and meaningfully address the needs of historically underserved populations.
 - Engage in a contracting process with SASP grantees.
 - Collect and review progress reports from rape crisis programs.
 - Collect and review quarterly financial reports from rape crisis programs.
 - Determine reimbursement amounts due to grantees on a quarterly basis.
 - Identify competitive amount of SASP funds available.
 - Conduct an annual competitive application process for unspent/declined SASP funds.
 - Oversee panel activities for the review of competitive applications.
 - Conduct on-site visits, as well as desk reviews, of rape crisis programs.
 - Provide support to rape crisis programs regarding the non-competitive application process, reporting requirements, and related matters.
 - Maintain well-organized, accurate, and complete documentation of all aspects of the SASP project.
 - Develop and maintain strong working relationships with rape crisis programs, funders, and others to promote project effectiveness.

- Other Activities—
 - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
 - Complete required reports.
 - Participate in professional development activities.
 - Attend NYSCASA meetings.
 - Assist with NYSCASA's annual conference and any other events.
 - Perform other duties as assigned by the Director of Systems Advocacy.

Starting Salary: \$37,500

Please send your resume and cover letter to Josie McPherson at jmcperson@nyscasa.org

This is a full-time, exempt position.

Search opened Feb. 14th 2017