

## **JOB DESCRIPTION**

### **Senior Director of Prevention**

**General Nature of Position:** The Senior Director of Prevention is responsible for assisting the Executive Director with implementation of the organization's mission, strategic plan, and overall functions of the organization. The position serves as the lead on the agency's Statewide Training and Assistance to Rape Crisis Centers (STARCC) project and supervises prevention-focused programmatic staff. This is a full-time, exempt position.

**Preferred Qualifications:** Associate or higher degree and/or 5-7 years relevant experience. Skills in supervision and project development. 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.

**Reports to:** Executive Director

#### **Specific Duties:**

- Human Resources—
  - Coordinate, in collaboration with the Executive Director and Senior Director of Finance and Human Resources, the agency's staff recruitment, hiring, and orientation processes.
  - Maintain, update, and distribute agency policies and procedures including orientation manual, employee handbook, etc.
  - Supervise and support prevention-focused programmatic agency staff.
  - Serve as a member of Management Team.
  
- Project Oversight—
  - Provide supervision and related support to staff and projects as assigned by the Executive Director.
  - Ensure completion, accuracy, and timeliness of timesheets, staff reports, project progress reports, and other grant-related documentation.
  - Ensure compliance with grants, including meeting deliverables effectively, in a timely manner, and within budget.
  - Maintain complete and up-to-date contract files that include all necessary backup documentation.
  - Serve as the lead on NYSCASA's STARCC project, ensuring completion of all deliverables by working in close collaboration with the New York City Alliance Against Sexual Assault and NYSCASA staff—
    - ✓ Assess rape crisis programs' training and technical assistance needs
    - ✓ Develop a training and technical assistance action plan and calendar
    - ✓ Identify and/or develop resources that address training and technical assistance needs
    - ✓ Deliver trainings and technical assistance (via webinars, in-person workshops, online modules, conference calls, on-site visits) that address rape

- crisis counselor certification training needs, needs identified in the assessment, and emerging needs
  - ✓ Provide current and archived resources on a comprehensive range of topics related to sexual violence intervention and prevention via the project website
  - ✓ Investigate the latest developments and resources regarding sexual assault intervention and prevention
  - ✓ Develop or attain subject matter expertise to address the identified training and technical assistance needs
  - ✓ Evaluate, document, and report on project activities
- Collaboration and Networking—
    - Maintain effective communications and working relationships with rape crisis programs, members, allies, policy makers, funders, and other stakeholders, including providing technical assistance.
    - Participate in committee, council, task force, and other workgroup meetings as needed.
    - Represent NYSCASA at community events, at conferences, and on listservs.
    - Assist with NYSCASA's annual conference and other events.
  - Strategic Planning—
    - Work with programmatic staff to develop project-specific work plans and priorities on an annual basis.
    - Contribute to the development of an annual overall agency-wide work plan that encompasses individual project deliverables and priorities.
    - Coordinate agency planning processes.
    - Identify coalition needs and potential funding sources.
  - Other—
    - Attend NYSCASA meetings.
    - Complete required reports and other paperwork.
    - Participate in professional development activities.
    - Perform other duties as assigned by the Executive Director.

**Starting Salary:** \$45,000

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**Please send Michelle Carroll, [mcarroll@nyscasa.org](mailto:mcarroll@nyscasa.org), your Resume and Cover Letter.**