

**New York State Coalition Against Domestic Violence  
JOB DESCRIPTION**

**Deputy Director**

**ORGANIZATION OVERVIEW:** The New York State Coalition Against Domestic Violence (NYSCADV) is a statewide nonprofit membership organization comprised of local domestic violence service providers and allies who are committed to ending domestic violence. Founded in 1978, NYSCADV achieves its mission through activism, training, prevention, technical assistance, leadership development and legislative advocacy.

NYSCADV serves as the information clearinghouse, primary point of contact and resource center on domestic violence for the state of New York. Our organization is responsible for supporting the development of policies, protocol, and procedures to enhance domestic violence intervention and prevention. This also includes providing education and technical assistance to the network of domestic violence service providers statewide.

**REPORTS TO:** Executive Director

**STATUS:** Full-time, exempt, salaried

**LOCATION:** Albany, NY or Remote within New York State

**PRIMARY OVERVIEW:** This position is a significant leadership opportunity for an experienced individual grounded in nonprofit management. The ideal candidate has a demonstrated passion for NYSCADV's mission, and is a seasoned leader with an established history of managing operations, completing projects, and supporting a talented and diverse team.

The Deputy Director will be a partner and advisor to the Executive Director and will be responsible for assigned organizational leadership, operations and capacity development tasks. The position's main areas of responsibility are internal operations, fund development, project management, and strategic planning. The Deputy Director also supervises five NYSCADV team members.

**POSITION RESPONSIBILITIES:** The Deputy Director will be responsible for assigned tasks including:

- Overseeing the day-to-day operations of NYSCADV. The Deputy Director will serve as the central point of contact for staff on the functional components of NYSCADV's work. The role demands skills with leading change, and managing people and plans in an evolving environment.
- In conjunction with the Executive Director, manage and drive both short and long-term goals, processes, and procedures.
- Work collaboratively with the staff to galvanize collective efforts of their work, minimize obstacles, and ensure clarity around common goals and long-term success.
- Implement various grant projects from strategy and implementation through deliverables including grantor communications and relations management, grant reporting, and claiming.
- Manage fund development activities including special events, donor stewardship, and grant writing.
- Participate in initiatives designed to strengthen organizational governance.
- Provide support with communications strategies, awareness campaigns and related activities.

**QUALIFICATIONS/EXPECTATIONS:** The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the role.

- Highly organized, self-motivated professional who has a bachelor's degree and at least 5-8 years of nonprofit management experience or equivalent; Master's degree preferred in related field
- Experience working on domestic violence issues and knowledgeable about the service provider community
- Understanding of statewide membership organizations and government relations
- Success supervising and mentoring staff and interns and supporting professional development
- Ability to communicate complex information in a readily understandable way, both orally and in writing
- Excellent planning, project management, and problem-solving expertise
- Comfort with financial statements, budgeting and organizational planning skills
- Successful leader of change management with use of technology, data, and administrative systems
- Ability to complete grant applications and submit external agency reports
- Comfort with representing NYSCADV on task forces, workgroups, and committees
- Ability to work in a fast-paced environment with the capability to meet tight deadlines
- Demonstrated proficiency in Windows operating system, MS Office, Zoom, and database management
- Ability to multi-task and maintain attention to detail
- Personal qualities of integrity and credibility and commitment to NYSCADV's mission required
- Commitment to comply with agency Ethics, Standards of Conduct, and Confidentiality policies required
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes, and languages
- Ability to maintain an independent workload and work as part of a team collaboratively and professionally with all NYSCADV staff, consultants, funders and member agencies
- Valid driver's license, access to reliable transportation, and willingness and ability to travel
- Flexibility to perform other duties and responsibilities as assigned

**RESIDENCY:** At the time of this posting, NYSCADV is in remote status with limited in-person meetings. NYSCADV's main office is located in Albany, NY and candidates who reside anywhere in the state of New York will be considered. Please indicate in your cover letter if you are applying as a remote-only applicant. Also, regardless of Albany-based or remote-based status, the role will require some travel throughout New York State as well as occasional national travel when it is safe to do so.

**COMPENSATION:** Starting salary will be in the range of \$90,000-\$95,000 commensurate with skills and experience. NYSCADV offers excellent benefits including health, dental, and life insurance and generous leave policies.

**TO APPLY:** Please send cover letter, resume and 3 professional references to [nyscadvjobs@nyscadv.org](mailto:nyscadvjobs@nyscadv.org). Applications without all of the required items will not be considered.

NYSCADV recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions. Also, please let us know if you require accommodations during the interview process.

Applications received by September 30 will be given priority. The position will remain open until filled.

(Rev. 9/13/22)