



Job Title: Associate Director

Job Summary: The Associate Director reports to the Executive Director and manages a range of internal organizational operations of the Damiano, including finance and accounting, development, marketing, office administration, and staff development. Supervision of programs and staff as assigned.

Job Responsibilities:

1) Office Administration:

- Responsible for managing front office by ensuring office operations and procedures are organized, filings systems are organized, and coordination of services are streamlined
- Manage contract and price negotiations with office vendors and service providers
- Ensure IT needs are being met throughout the organization

2) Development:

- Manages all components of the fundraising plans including (but not limited to): annual giving, planned giving, corporate and foundation grants, major individual and corporate gifts, and special fundraising events.
- Work closely with the Executive Director and Administrative Coordinator to manage donor campaigns
- Research funding opportunities for all programs and general operating support, stay up to date on changes with current funding partners and other grant makers, and work together with the grant writer and executive director on funding and grants
- Track reporting deadlines and work with staff to attain data, financials, and other needs to provide accurate and timely reports to the grant writer
- Oversee development mailings and publications, and manage data entry, thank you letters, and other individual giving activities as needed
- Maintain and create new relationships with donors
- Make calls and personal appearances as necessary to promote fundraising
- Provide site visits to funding partners as needed

3) Community Public Relations

- Represent the organization to funders, government agencies, community partners and groups, and the general public.
- Designs, develops, and implements the communications and public relations program to build awareness of the organization's mission, programs, and achievements
- Maintain good working relationships with local partners and community organizations

- Represent Damiano as initial contact for Media
- Attend outreach events and meetings in the community when needed

4) Marketing:

- Oversee social media platforms and creation of printed and digital marketing material
- Develops marketing strategies to maximize the earned income of the organization
- Manages activities related to the organization's advertising and promotion campaigns

5) Finance:

- Responsible for ensuring financial objectives are met by working with the Executive Director to prepare the annual budget
- Responsible for accurate Quickbooks utilization to ensure invoices are paid in a timely fashion, regular reports are run, and booking journals are tracked
- Manage day-to-day fiscal operations.
- Ensure that adequate funds are available to permit the organization to carry out its work by developing sound fiscal/fundraising plans; lead the organization's fundraising efforts.
- Maintain payroll software, process biweekly payroll and complete and submit all required tax reports and payments
- Ensure monthly ACH is accounted for and run regular bank reconciliations
- Responsible for preparing documentation for the annual audit
- Manage, track and bill for monthly rental usage, including rent, postage and copier tallies

6) Policy and Program Development:

- Ensure organization's current workplace policies are up to date and develop new policies as the need arises
- Maintain positive working relationships with all program areas and facilitate strategies to enhance collaboration between programs
- Ensure that human resource policies and procedures conform to best practice standards
- Learn and follow the stipulations of the union contract; work with the union

7) Staff Development:

- Manage clothing and community services program coordinator staff, safe storage staff, health realization staff, and administrative coordinator staff and evaluate performance
- Recruit, hire, and train staff. Terminate staff as necessary
- Identify staff training needs and provide opportunities for staff development
- Meet weekly with managed staff to discuss goals, expectations, trainings, and plan for the week

Qualifications:

- Minimum of six years combination of experience, education, and or training
- Strong oral and written communication skills
- Experience working with technology; including computers, Microsoft Office Suite, copiers, security cameras
- Significant supervisory experience managing staff members and teams

Preferred Qualifications:

- Experience working in a nonprofit setting with a mission-centered focus preferred, or other demonstrated success in administrative management.
- Experience working with diverse cultural groups, low-income individuals and people in poverty
- Experience operating Quickbooks Desktop

Benefits:

- Highly competitive salary
- Health insurance, dental insurance, sick leave, vacation plan, twelve paid holidays per year
- Retirement plan

Status:

- Full-time, salaried exempt position. Expected work hours are generally M-F business hours; however hours may vary depending upon needs of the center.

Damiano Center Mission Statement

With respect and compassion, we honor the dignity of all people and strengthen our community by providing essential services to individuals and families who are in need. Our goal is to be responsive to the needs of people who are low-income, unemployed, and working poor in our community as simply and directly as possible.