

Family Violence & Sexual Assault Institute (FVSAI)

Job Announcement

Position Open Until Filled
FVSAI is an Equal Opportunity Employer
Available Immediately

Title: Director

Full-time, with benefits, located at the California School of Professional Psychology (CSPP), Alliant International University in San Diego, CA. A minimum of a Bachelors degree required. A Master's degree is preferable. Experience in the field of child maltreatment, sexual assault, and/or family violence required, as well as administration and management experience.

Salary Range: \$45,000-\$55,000, depending upon experience

Job Description: The FVSAI is a not-for-profit 501c (3) organization that serves as an International Training and Resource Center. The FVSAI has several components/departments and serves the community on a local, national, and international basis. The FVSAI components consist of the Annual International Conference on Family Violence, the Book Club, Professional Training Worldwide, Mailing List Sales, Continuing Education, Professional Journals, Family Violence & Sexual Assault Bulletin, Grants/Development, Community Partnerships, and research/prevention projects.

Responsibilities:

- Daily responsibility of overseeing the operations of the FVSAI's components, 4 salaried staff, and 16 part-time staff
- Coordination of the Annual International Conference on Family Violence
- Directly supervise the Assistant Director and other staff
- Work with the President of the Board to coordinate the training component and the planning of the annual International conference.
- Oversee all contracts, MOU's, and grants
- Budget preparation and reports
- Fundraising/Marketing
- Planning and coordination of the Annual Benefit
- Produce the FVSAI Annual Report
- Travel when necessary for professional speaking engagements, give presentations, and supervise the coordination of continuing education, workshops, and the book club

Skills Required:

- Able to demonstrate outstanding written and verbal skills in order to work with the public and write letters, grants, contracts, etc.
- Personable and able to work with the community, including the political realm, and develop partnerships in the community and on a national and international level
- Strong professional conduct is a must and diplomacy skills are important; act as a model and mentor for staff
- Experience with supervising staff, performing evaluations, reprimanding and terminating staff, and interviewing and hiring staff
- Self-initiator, multi-tasking and problem solving skills needed to complete tasks and meet deadlines
- Computer knowledge, including all Microsoft Office Programs, including Excel and Powerpoint; experience with web site development and graphics is a plus but not required
- Experience with event and conference planning, including fundraising benefits
- Grant writing
- Board development
- General fundraising and development experience a plus
- Training and professional speaking a plus