



# CENTER FOR ANTI-VIOLENCE EDUCATION

**APPLICATION DEADLINE:** May 10, 2021

**THE POSITION:** Deputy Director

*CAE is an equal opportunity employer and we strongly encourage BIPOC women (cis and trans) and people who are GNC and LGBTQ+ to apply.*

**ABOUT:** THE CENTER FOR ANTI-VIOLENCE EDUCATION (CAE) works to prevent hate violence in our communities through educational programs that center the experiences of the people most marginalized. CAE teaches Empowerment Self-Defense and Upstander tools, focusing our work with girls and women (cis and trans), people who are transgender, gender non-conforming and people who are LGBTQ+, particularly those at increased risk from racism and xenophobia. Through partnerships with CBOs, schools, workplaces, neighborhood groups, and more, we serve more than 3,000 people each year across the five boroughs of New York City. We have been doing this work to actively create a more peaceful and just world since our founding in 1974.

**POSITION** CAE is seeking an emerging nonprofit leader to become a full-time Deputy Director. This is a new role for someone who is highly motivated and organized, with the overarching responsibility to strengthen and manage existing operations and help chart strategic direction and impact.

Reporting to and working in close collaboration with the Executive Director, the Deputy Director has internal facing responsibilities that span operations, management, administration, and program development. Responsibilities will evolve as the team grows. The Deputy Director's initial role will be directing the management and operations of CAE's programmatic work. This includes supporting and guiding the program team; aligning programs and program development to resources and strategic priorities; tracking and managing program budgets; tracking and reporting on program progress for internal goals and external contracts and grants; and strengthening the systems and processes that will help CAE to better serve our communities and stay responsive to long-term goals and rapid response needs.

*\* The following is provided to give a sense of the general nature and level of work, it is not intended as an exhaustive list of all responsibilities, nor of all duties and skills required for the position. The Deputy Director's position will evolve as the organization grows and, as this is a small organization, she/he/they may be required to wear different hats and perform duties outside normal responsibilities.*

## RESPONSIBILITIES

### **Management & Team Building**

- Supervise, uplift, and manage a diverse program team with differing needs.
- Bring a keen intersectional, social justice, anti-oppression, anti-violence, trauma-informed and healing justice lens to align program work with organizational goals and all team members.
- Bring lessons-learned and best practices to support and advance the work of the program team, new initiatives, and individual staff.
- Structure and lead teams to plan and deliver outstanding programs that are responsive to community need, our participants, fit within available human and financial resources, and meet funding requirements.

### **Operations & Administration:**

- Streamline, integrate and strengthen programmatic and organization-wide systems, protocols and processes for greater effectiveness and efficiencies so to increase staff availability for community work.
- Ensure that all program-related operations run smoothly including but not limited to: communications; data and information; outreach and scheduling; safety protocols; staff onboarding; risk mitigation; advocacy; social media and marketing; HR; etc.
- Partner with ED to identify resource needs, match existing and potential resources with strategic program priorities, and manage program related budgets and expenses.

### **Reporting & Contracts**

- Track and Manage program outcomes and outputs for purposes of fundraising, reporting, supporting staff learning, celebration and service delivery.
- Write program reports consistent with fundraising requirements and; support the development of new proposals towards strategic program growth.

### **Program Development**

- Bring a strong understanding and deep analysis of CAE's mission and strategic direction to all aspects of program development and implementation.
- Partner with the ED to chart CAE's strategic response to demand for our programs and future growth.
- Guide programmatic work scope development that align with strategic outcomes, organizational goals, contracts, grants and available human and financial resources.
- Help develop special initiatives and rapid response programming, and manage related staffing.
- Partner with ED to build and manage multi-pronged, multi-year partnerships with other organizations and initiatives.
- Provide program oversight and support to programs to ensure they serve communities with best practices, a research-base, and are informed by tenets of social and healing justice.

## **EXPERIENCE, SKILLS & QUALITIES**

### **Experience**

- Managing, tracking and reporting on program progress against organizational goals, budgets and consistent with grants, contracts and other fundraising requirements.
- New technologies and databases; strong proficiency in Microsoft applications and Google office required.
- Evidence-based, research-based and trauma-informed programming and the ability to manage programs to outcomes.
- Communications and outreach for different audiences.
- At least 5 years professional experience in a non-profit; 5+ years' experience supervising staff, supporting teams, and guiding professional growth.
- Bachelor's degree required; Advanced degree highly desired, MSW preferred.

### **Skills**

- Excellent interpersonal, verbal, and written communication skills.
- Extremely organized, with strong attention to detail, systems, and processes.
- Flexible, with the ability to maintain perspective while shifting priorities and moving between strategy and tactics, and new initiatives with moving parts.
- Strategic and results-oriented collaboration with a leadership team as well as the ability to coach and support junior staff.

### **Qualities**

- Passionate commitment to, understanding of, and experience in anti-violence work.
- Comfort with and the ability to thrive within a small, fast-paced non-profit environment.
- Creative problem solver who anticipates challenges and seizes opportunities for collaboration.
- Able to think strategically, exercise good judgement, implement vision and lead change.
- Highly organized, self-motivated, independent worker with a results-oriented approach who takes initiative.
- Highly self-aware with the ability to give and receive feedback in a constructive way.
- A sense of humor, flexibility, and adaptability.

**WORK LOCATION:** *All of CAE's work is currently virtual. This job will begin as remote, with the likely transition to limited office time in Brooklyn or Manhattan starting fall 2021. Further plans for the transition from remote work are in development.*

**COMPENSATION:** Compensation for this role is in the \$80,000 range, commensurate with experience.

**BENEFITS:** Benefits include a generous paid time-off package, retirement account and significant percentage of health insurance costs paid by CAE.

**HOW TO APPLY:** All applications will be received via email. No phone calls or snail mail, please. Please send to: [jobs@caeny.org](mailto:jobs@caeny.org) subject line should read: Deputy Director YOUR NAME

All applications must include (in PDF format): Resume and thoughtful cover letter (including how you became aware of this opportunity) that speaks to what you bring to this role and why this role makes sense for you right now. **CAE is an Equal Opportunity Employer.**