

### **Interim Associate Director sought**

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, committed to eliminating sexual violence and fostering social change. WCSAP is currently seeking an Interim Associate Executive Director. The primary responsibility of this position is to manage WCSAP's internal operations and develop systems to improve overall agency administration. It is anticipated that this position will end on or before June 30, 2008. All applicants must be familiar with and agree with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.

WCSAP values diversity in the workplace. WCSAP is committed to services for all individuals regardless of race, gender, religion, age, ethnic background, social or economic status, sexual orientation, marital status, physical or mental status. WCSAP recognizes the importance of working on racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all.

Please submit an application packet containing: cover letter, resume, and release of information to WCSAP as soon as possible to 4317 6<sup>th</sup> Ave SE, #102, Olympia, WA, 98503. This position will remain open until filled.

<b>TITLE:</b>	Interim Associate Director
<b>SALARY:</b>	DOE
<b>SUPERVISOR:</b>	Executive Director
<b>STATUS:</b>	Temporary, Full-time, Exempt Position

**Goal Statement:** To manage WCSAP's internal operations and develop systems to improve overall agency administration.

**RESPONSIBILITIES AND DUTIES:**

**Human Resources**

- Manage agency's recruitment and hiring processes.
- Work with department managers to evaluate staffing needs.
- Coordinate hiring procedures and orientations for new hires with supervisors, Office Manager, and Accountant.
- Oversee agency's compliance with employment law.
- Supervise and support agency's department Directors (in conjunction with Executive Director) and Administrative Staff.
- Maintain and support Annual Year-in-Review process.
- Maintain current job descriptions for each staff position and ensure clarity and consistency across positions.
- Administer and maintain agency's benefit programs.
- Administer and maintain agency's D&O insurance, legal program insurance, and liability policies.
- Maintain, update, and distribute employee personnel handbook and policies. Ensure staff have opportunities to provide feedback into policy development processes.
- Serve as agency's Acting Director in absence of Executive Director.

**Budget and Finances**

- Develop and monitor agency's budget with Agency's Accountant.
- Oversee compliance and reporting in accordance with Generally Accepted Accounting Principles, in conjunction with Accountant.
- Ensure timely reporting to the Board of Directors and to grant managers.
- Support staff by ensuring they receive timely budget updates and have information to make suitable department budgeting decisions as is appropriate.

**Contract Compliance**

- Maintain up-to-date contract files, ensuring that all records are maintained in accordance with the requirements of each contract.

- Submit timely and accurate reports to all grant managers, as required by contracts.
- In conjunction with Department Directors, ensure contracts remain within budget limitations and meet outlined products, deliverables, and objectives.

### **Agency Planning and Evaluation**

- Oversee departmental work planning processes.
- Develop and oversee outcome evaluation processes for overall agency products.
- Support departments in developing and maintaining evaluation processes.
- Coordinate agency planning processes as directed by the Board of Directors.

### **Grant Writing**

- Work with Executive Director to identify potential new funding sources and develop proposals.
- Work with staff to identify areas of programmatic need and identify potential funding sources.

### **Board of Directors**

- Coordinate timely delivery of reports and updates.

### **Represent WCSAP:**

- Attend and participate in meetings/workgroups as needed.

### **Coordinate with WCSAP staff to ensure**

- Timely sharing of information
- Responsiveness to constituent needs

### **Minimum Qualifications:**

1. An understanding of and agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.
2. Education or experience that demonstrates senior management skills with policy design, staff management, fiscal design, evaluation design, and contract compliance.
3. Comprehensive knowledge of nonprofit management, including organizational development, policy development, board and committee structures, personnel management, and nonprofit governance.
4. Demonstrated ability to work independently.
5. Knowledge of and experience with facilitating meetings and trainings.

**Reference Check - Release of Information**

I \_\_\_\_\_ (name) am applying for the Interim Associate Director position with the Washington Coalition of Sexual Assault Programs (WCSAP). I give WCSAP permission to contact past employers and contact reference I have provided. The following are any restrictions to such permission:

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Signature

Date