

CARES, Inc.

Job Description – Associate Director of Operations

Position Title: Associate Director of Operations and Development

Direct Supervisor: Executive Director

FLSA: Exempt

Position Responsibility: To manage operational and administrative responsibilities related to funding sources for CARES, Inc. in accordance to policies and procedures developed by the Board of Directors

Position Duties

40% Grant Management

Responsible for ensuring agency compliance with funding source requirements. Completes and submits grant applications, reports, statistics, etc. to funding agencies. Maintains records on all grants, including expenditures and statistics.

20% Service Center Supervision

Responsible for supervision of Service Center Operations to include the Food Pantry and Clothes Closet; Responsible for submission of appropriate Food Pantry/Federal documents
Supervises service center staff.

20% Resource and Fund Development

Responsible for investigating and developing new funding sources. Locates and makes recommendations to executive director regarding potential funding sources. Develops agency response to Requests for Proposals

10% Program Services

Responsible for ensuring that agency programs match funding requirements. Works with executive director and shelter manager to modify current programs and develop new programs in response to changes in community needs, agency growth and funding source requirements.

10% Strategic Planning

Responsible for developing appropriate strategies to ensure agency's long term financial soundness in the future and ability to respond to the changes in the needs of the community, financial supports and agency growth. Works with executive director to plan for changes in the agency environment.

Minimum Requirements

Education: Undergraduate degree

Experience: Three years' experience in grant writing, budgeting, bookkeeping, human services

Skills: Ability to communicate clearly, both written and verbal, interact effectively with staff, clients and funding sources

Knowledge: Knowledge of grant writing, budgets, community resources, domestic violence and homeless issues