

Job Description

DIRECTOR, FAMILY JUSTICE CENTER

The Family Justice Center (FJC) Movement continues to grow across the country and around the world. Today, there are over 100 Family Justice Centers and Multi-Agency models across the United States, with many more in development. Family Justice Centers have demonstrated their positive impact on collaboration and coordination, increasing hope and access to services for survivors and their children. An FJC creates a family-friendly environment in which a multi-disciplinary team of professionals works together in one, centralized location to provide coordinated services to victims of family violence.

JOB SUMMARY

The Director of the Family Justice Center is responsible for the management and operations of the Family Justice Center Program as part of the Community Engagement Department. Collaborate with the Willow Executive Team to develop, implement and monitor the program's strategic initiatives as part of Willow's overall strategic plan, ensuring that the budget, staff, and priorities are aligned with the core mission and the agency's values. Provide communication, leadership, and direction to all staff to ensure the continued management of a professional and efficient organization to achieve goals. Ensure the delivery of high-quality services while managing current and future growth. Represent the organization to agencies, partners, and the public. This position will oversee the delivery of a survivor-centered program and services in compliance with regulations and in alignment with the practices and Principles of Trauma-Informed Care.

The Director of the Family Justice Center must be able to respond to after-hours requests as dictated by the business (Willow is an emergency services provider and is open 24 hours a day, 7 days a week).

ESSENTIAL DUTIES AND RESPONSIBILITIES

LEADERSHIP and STRATEGY IMPLEMENTATION

- Builds and maintains strong and effective relationships with internal and external partners to assist in building a Family Justice Center Program rooted in Trauma-Informed Care practices.
- Develops and implements comprehensive policies and procedures.
- Coordinates all activities with community partners.
- Assists the VP of Community Engagement in planning and identifying fund development in both private and public sectors.
- Assists with grant writing, budget development,
- Serves as a representative of the agency throughout the community.
- Acts as spokesperson as needed.

ACCOUNTABILITY, COMPLIANCE, and SAFETY

- A strong leader who can assist in the creation of the FJC Program on a short and long-term basis.
- Proven track record of planning, organizing, and executing strategic initiatives.
- A proactive problem solver with ability to anticipate potential problems through analysis, assessing risks, and developing plans of action.
- Ability to adapt and overcome in an ever-changing environment.
- The Director embraces Willow's mission and values and can translate them daily through the work of the team.
- Plans, develops, and implements strategies to meet agreed organizational performance plans within agreed budgets and timelines.
- Oversees submission of all appropriate documentation to funding agencies in adherence with their guidelines.
- Oversees grants awarded in programs, ensuring compliance with all stated objectives and deliverables.

OTHER DUTIES AS ASSIGNED

- Champions Willow Center's culture and works to assure employees are engaged and supported.
- Represents the agency at the leadership level to community groups and speaking engagements.
- Assists the Executive Team in identified strategic initiatives, including goal setting, and promoting Willow's mission.
- Maintains confidentiality and completes all job functions ethically and in a culturally competent manner.
- Attends and participates in pertinent agency meetings and training.

- ✔ Performs any other duties as assigned.

REQUIRED QUALIFICATIONS

- ✔ Bachelor's degree with emphasis on social sciences, criminal justice, or similar field or an equivalent combination of education and experience.
- ✔ Proficient knowledge of Domestic Violence, including laws, governances, and major trends.
- ✔ Minimum of seven years of leading and managing people and projects of a major division at a public, non-profit or for-profit entity.
- ✔ Previous successful history of building and managing short-term and long-term budgets and plans.
- ✔ Previous successful track record in leading and managing direct reports as well as influencing others to adopt and work for organizational strategies.

ADDITIONAL INFORMATION

- ✔ Department: Community Engagement
- ✔ Reports to: VP of Community Engagement
- ✔ Hours/Status: Exempt
- ✔ Pay Range: \$70,000 - \$75,000 annually.

Must be able to work evenings and weekends when necessary.

HOW TO APPLY

Submit cover letter and resume by mail, email:

◦Mail: **P.O. Box 39601, Rochester, NY 14604** ◦Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.