

Job Description

Posting for position of: Associate Director of Administration

Salary Range: \$70,000 to \$80,000 (Based on Experience)

Background

The Nonviolence Institute (“the Institute”) seeks to teach by word and example the principles and practices of nonviolence, and to foster a community that addresses potentially violent situations with nonviolent solutions. The Institute has helped to significantly lower violent crimes in the Rhode Island core cities, particularly youth violence, and in 2006 was presented to the U. S. Conference of Mayors. The institute has five core programs that are designed to intervene in and prevent street-level violence and create safe spaces within all types of communities: Nonviolence Training, training adults and youth in nonviolence; the Street Outreach Workers, an acclaimed intervention and outreach program; the Victim Support Center; the Youth Employment & Education Program, and Adult Reentry.

Since its founding in 2000, the Institute has experienced remarkable organizational growth and challenges while generating meaningful impacts for youth and families in Rhode Island. Today, the Institute seeks an experienced and creative administrator to work closely with the Executive Director in strengthening and supporting its administrative, programming and communications systems. This position offers the right individual an opportunity to substantively strengthen the future of a vibrant organization with a critical mission.

The Associate Director of Administration is a new role at the Institute and the person hired will have to work in collaboration with the Executive Director through a mutually agreed upon process, with flexibility and entrepreneurialism, to address the evolution of this role. Also, the Associate Director of Administration may at times be called upon to serve temporarily in a top leadership capacity for the Institute if/when the Executive Director is temporarily away or unavailable due to travel or other requirements.

Excellent relationship management skills are vital for success in this role. The Associate Director of Administration reports to the Executive Director and works to drive excellence in day-to-day administration and operations. S/he ensures that staff are supported and developed; helps set clear work priorities and follow-through; works to develop systems that ensure programs are operated efficiently and effectively in keeping with the philosophy of nonviolence; monitors and directs key vendor relationships, and ensures that enacted systems, policies and procedures are relevant to the type of impact desired.

All Institute staff members are trained in MLK’s nonviolence theory and the Institute’s logic model. It is the expectation that all Institute staff members are continuously studying and practicing living a nonviolent lifestyle.

Areas of Responsibility

Administration

- Work in close collaboration with the ED in order to ensure implementation of Institute programs and policies
- Adapt and maintain systems for effective and efficient internal communications
- Help to foster an atmosphere of harmony, respect, and productivity within the Institute
- Serve as communication link between ED and staff in order that internal communications (about policies, direction, decisions, etc.) are followed and implemented with appropriate collaboration and deliberateness
- Make recommendations regarding policies and strategies to the Executive Director that align with the Institute’s vision and mission
- Assist the Executive Director and board committees in developing the annual budget, outside audit, and overall financial strategy

- Based on the Institute’s framework, oversee outside vendors charged with human resource policies and procedures and finance/bookkeeping activities
- As needed introduce office systems and procedures designed to strengthen the agency and ensure efficient administrative workflows
- Motivate and help build staff skills, including designing and implementing a staff professional development strategy
- Ensure that appropriate policies and procedures are in place and followed to reduce risk to the organization
- Assist in the development of a resource strategy and ensure adequate administrative support for the strategy’s implementation
- Act as Project Lead when directed by Executive Director

Program Development and Operations

Oversee staff and/or outside contractor(s) and volunteers to:

- Ensure all funding reports are accurate and submitted on time to funders
- Collaborate with the Development team on grant writing, compliance and reporting
- Recommend partnerships or collaborations designed to enhance the Institute’s programs and from time to time act as a project manager
- Bookkeeping and business operations activities assigned to outside vendor(s)
- Grants management activities assigned to outside vendor(s)

Minimum Qualifications:

- Bachelor’s degree with at least 3 to 5 years of demonstrated organizational leadership experience in the nonprofit sector
- Excellent and demonstrable interpersonal and relationship management skills
- Experience with strategic and operational planning, budget and financial management, and fundraising within the nonprofit sector
- Experience working in urban communities; underserved communities
- Strong supervision and team building skills, including direct supervision experience
- Demonstrated excellent problem solving skills, ability to look at each problem individually and create solutions for those problems
- Demonstrated ability to form and manage partnerships and work collaboratively with diverse individuals and organizations
- Outstanding oral and written communication skills
- Commitment to the Institute’s mission and guiding principles
- Commitment to the study and practice of nonviolence
- Valid driver’s license and consistent access to vehicle
- Allow a background check to be performed
- Be available during nontraditional working hours, including nights and weekends
- Provide professional references

Send a letter of interest and a current resume to:

Associate Director Search via email to adsearch@nonviolenceinstitute.org

(The Institute is An Equal Opportunity Employer)