



Immediate Opening Director of Outreach

Position reports directly to:	Executive Director
Location:	Outreach Office Gainesville
Starting Salary range:	\$50,000-\$55,000

Qualifications and Skills:

Bachelor's degree in education, business, public administration, or related field; professional experience may substitute for formal education. Three years of supervisory and/or program management experience required. Nonprofit or social change work experience a plus. Knowledge of domestic violence issues preferred. Must have good communication and organizational skills and be able to work with community groups. Grant writing experience and editing skills required. Professional training or experience may be substituted for education at the discretion of the Executive Director.

This position is part of the agency Leadership Team and requires commitment to collaborative decision making and social change work.

Principal Job Duties

1. Responsible for recruiting, hiring, supervising, and evaluating program staff in all outreach adult services.
2. Responsible for grant coordination, development of grant applications, and completion of reports, including grant deliverable related to adult outreach programs.
3. Ensure outreach programs operate in accordance with established agency philosophies, state and federal policies, and grant requirements.
4. Ensure the continuity of outreach services through attendance of regular meetings, providing good communication, and training in the various communities served.
5. Monitor activities and strategically manage growth in the outreach programs.
6. Facilitate relationship building with community partners/members through marketing and awareness efforts.

Secondary Job Duties

1. Stay current with agency programs, services and procedures and with state laws and FCADV regulations
2. Cover outreach services as needed
3. Rotate in the shelter back-up schedule
4. Act as a representative of the agency at community meetings, programs, or events
5. Attend staff meetings, leadership team meetings, board of directors meetings, and trainings as needed
6. Assist the Executive Director with other duties as needed

Applicants should submit a cover letter and resume to Dr. Theresa Beachy, Executive Director COB Monday July 15, 2019. All submissions should go to: theresab@peacefulpaths.org Faxed, mailed, or online submissions will not be considered.