



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)

Job Title: Center Director  
FLSA Status: Exempt  
Compensation: \$85,000 - \$100,000 annually  
Location: Richmond, CA  
Prepared Date: 1/8/24

---

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch. As the Family Justice Center provides essential services, this position will require working on-site.

---

### **POSITION SUMMARY:**

Center Director provides overall management and supervision of crisis support and long-term safety program, including supervision of staff, managing budgets, developing and implementing policies and procedures, participating in obtaining and administering grants, grant reporting, and coordinating programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise staff to ensure quality client services and support staff development.
- Increase the Center’s visibility and leadership via collaborations and organizational networking. Provide strategic leadership to build alliances with key stakeholders.
- Assisting in long range program development planning and implementation, including development of goals, objectives, methods, and outcomes of the organization’s services and programs.
- Designing and monitoring management and quality assurance systems for all programs under supervision.
- Overseeing program data collection systems and production of direct service grant reports; researching and writing reports as needed.
- Leveraging best practices, emerging issues, and other related and pertinent information from the family violence field/movement for use within the organization and throughout the community.
- Assist the Executive Director with implementation of fund development activities, development of grant proposals and the cultivation of donors.
- Provide back-up Navigation support when appropriate.
- Participate in short- and long-term strategic planning.
- Identify systems barriers and policy issues and develop advocacy plans.

- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.
- Travel between Centers to work with staff on a regular basis.

**EDUCATION AND EXPERIENCE:**

- Bachelor’s Degree in a related field of service required. Post graduate degree preferred.
- Minimum five years of case management, victim advocate, legal advocate, or criminal justice experience.
- Minimum three years of supervision experience.
- Minimum three years of program management experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Strong analytical and organizational skills.
- Demonstrated ability to train and supervise staff.
- Project management experience and report writing skills.
- Flexibility and strong problem-solving capabilities.
- Competency with multi-media equipment and applications, computer software and data systems.
- High comfort with data collection and evaluation.
- Ability to travel.
- Ability to multi-task and learn new areas and practices.
- Innovative and creative self-starter.
- Interest in staff and organizational development work.
- Deep understanding of public systems.

**APPLICATION PROCESS:**

To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org) no later than January 30, 2024. Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position.

**We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.**