



JEANNE GEIGER

CRISIS CENTER

Mission: Empower individuals and engage communities to end domestic violence

Job Title: Director of Programs	Salary Classification: Exempt Pay: \$80,000.00 - \$95,000.00 per year
Reports To: Chief Operating Officer	FLSA: Full-time
Supervises: Program Coordinator Children's Safety Project; Survivor Services Coordinator, Office Manager and Program Assistant; Director of Community Engagement, IPAEP Program Coordinator	
Location: Amesbury Office	Date: January 2025

Who we are:

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence. We are an equal opportunity employer and encourage all qualified applicants to apply.

Primary Responsibilities:

The Director of Programs is a member of the Center's Management team and oversees the daily operations Jeanne Geiger Crisis Center (JGCC) programs. This position is responsible for carrying out the organizational values and strategic plan of the JGCC through its programs.

Major Duties:

Survivor Services Leadership

- Develop, implement, supervise, and evaluate community-based programs and activities to ensure services are high quality, coordinated, inclusive, centered in racial equity trauma informed and meeting the needs of the clients.
- Provide skilled leadership, supervision, and ongoing professional development to supervisees.
- Lead and participate in weekly Survivor Services Team Meetings and other meetings as required.
- Manage and respond to client related emergencies.
- Prepare grant applications and ensure ongoing compliance with funders including data and reporting requirements.
- Oversee preparation of the Center's monthly, quarterly and annual statistical reporting
- Proactively assess through data, staff, and community input how well the programs are reaching and meeting the needs of those at the margins of the margins.
- Collaboratively with staff and community input, develop strategies to better reach and meet the needs of those at the margins of the margins.
- Hire, maintain and develop a staff that is prepared to meet the needs of the community.

- Continual assessment of programs and practices to assure alignment with organizational values and community needs.
- Assist the management team with the development and implementation of agency program policies, procedures, and protocols.
- Assist in recruiting for open positions, conduct interviews to ensure alignment between candidate qualifications and organizational needs.
- Oversee the department budget creation and management of budget throughout the year.

Youth Empowerment Services & Community Engagement

- Supervise the Director of Community Engagement and ensure successful execution of all goals and programs.

Local DVHRT

- Lead the Greater Newburyport Domestic Violence High Risk Team by facilitating monthly meetings, ensuring monitoring of case specific information and outcomes.
- Overseeing the strategic direction of the team. This requires building and maintaining relationships with collaborative partners and ensuring that the team engages in best practices for homicide reduction.
- Building strategies to reach victims who are not system involved.

General

- Manage the resources of the Survivor Services Team to meet the needs of survivors.
- Stay abreast of local and national issues in the domestic violence field.
- Develop networks of community stakeholders and key relationships
- Participate and represent JGCC at local, regional, and state meetings.
- Complete other duties as assigned.

Knowledge/Skills/Experience Required:

- Demonstrated leadership in domestic violence field.
- Trauma informed approaches
- Understanding of child welfare, criminal justice, and probate court systems
- Excellent written, verbal communication and presentation/training skills- ability to communicate with various constituents.

Education Required:

Advanced Degree or proven track record in domestic violence (or related) field with program manager experience.

Mental Demands:

Reading	Verbal Communication
Detailed Work	Written Communication
Confidentiality	Multiple Concurrent Tasks
Problem Solving	

Physical Demands:

Sitting	Speaking
Listening	Heavy computer use

Special Work Conditions:

Occasional evening/weekend hours are required

Occasional attendance at early morning/evening meetings and local travel are required