**FINANCE MANAGER**

**ACCESS (Assault Care Center Extending Shelter & Support) is in search of a Finance Manager to join our team.  The Finance Manager is a leadership position on the administration team with limited direct service responsibilities. The Finance Manager is responsible for the following: The fiscal health of the organization, ensures compliance with federal, state, local and private grant requirements, tracking and managing grant financial details and timelines, prepares annual budget, manage revenue, expenses, and the overall P&L of the organization, creates data analytics to measure organizational performance and create reports for the board of directors, processes tax documents as required, prepares information for payroll processing, prepares for and assists with the annual audit, works closely with CPA firm and finance committee chair. Skills and qualifications for the position are as follows: Bachelor’s degree in business, finance, or accounting, at least 3 years’ experience in an accounting or finance role, proven experience with financial, business, and operational management processes, preferably in the nonprofit industry, ability to multitask and work in a fast-paced environment, strong capabilities with spreadsheets and databases, experience using QuickBooks, previous data analysis experience, proven ability with financial and budgetary processes, experience managing grants and contracts. Pay is $55,000 - $65,000 per year. Are you interested? Please email your resume and cover letter to michelle@assaultcarecenter.or**

**VICTIMS SERVICES MANAGER**

**The Victim Services Manager will help ACCESS meet the needs of survivors of domestic abuse, sexual abuse, homicide, and violent crime by investing in and supporting our staff. This position provides leadership, management, and support to all aspects of ACCESS services and operations. The Victims Services Manager reports to the Executive Director and will help lead the organization's efforts to enhance safety, empower survivors, and promote understanding and social justice within our community. This is a full-time on-site role that entails supervision of staff with direct service responsibilities and working with community partners and stakeholders. Position Responsibilities are to Supervise, mentor, train, and coach staff to meet the needs of survivors, grantors, and the community. This requires troubleshooting advocate and program work with survivors, develop policies and procedures as well as manage and evaluate the client financial assistance program in collaboration with Finance Manager and Executive Director, ensure compliance with grant funding mechanisms and requirements., Assist with monitoring all grant expenditures and grant activities that are included in claims and reports, Supervise and manage the on-call responder services program, Maintain and foster relationships within, across, and external to organizational boundaries, Champion diversity, equity and inclusion within our agency operations from human resources to direct client service, Work with the ACCESS Board Personnel Committee on projects and initiatives relevant to the board and human resources, Prepare and present service level reports to the Board as directed, Attend various networking, coalition, and partnership meetings, relevant conferences and trainings, Remain informed on legal and legislative issues, state coalition efforts, and serve as a resource person on the subjects of sexual/domestic abuse, homicide and other violent crimes, Gather and review program statistics as needed for grant proposals and continued learning, Attain and maintain certifications, and Be client centered focused. The ideal candidate will have a bachelor’s degree in a related field and multiple years of work experience in social work and victim services. In some situations, significant work experience can replace the education requirement. Pay is $45,000 – 55,000 per year. Are you interested? Please email your resume and cover letter to michelle@assaultcarecenter.org**

**MARKETING AND DEVELOPMENT COORDINATOR**

**The primary responsibility of this position is to secure funds from a variety of funding sources to support the programs and activities of ACCESS. Fundraising responsibilities include but are not limited to Proactively interact with the general public, identify prospective donors, and cultivate donor relationships, Develop and oversee implementation of comprehensive marketing and development plan, Develop relationships that will assist in annual giving, major gifts, and planned giving, Focused effort to increase financial support and increased awareness for ACCESS including goals and monitoring success, Responsible for aspects of giving to support ACCESS including receiving, tracking, acknowledging and receipting gifts and maintaining donor database, Organize and manage revenue producing campaigns including annual appeal and church appeal campaigns through in-person, direct mail, online request methods, etc. Develop and coordinate ACCESS fundraising events and work with the fundraising committee to support activities. Research grant opportunities, write corporate, community and foundation grants, and assist with reporting and compliance processes. Oversee and assist teams in organizing public relations, and awareness campaigns, and outreach activities, Manage and update ACCESS’ website and social media sites, Produce and oversee ACCESS promotional materials including brochures, newsletter, and annual reports. The ideal candidate will have a bachelor’s degree in a related field and experience in marketing/fundraising/development. In some situations, work experience can replace the education requirement. Pay is $35,000 – 45,000. Are you interested? Please email your resume and cover letter to michelle@assaultcarecenter.org**