



Job Description | Deputy Director

Supervisor: Executive Director

FLSA Status: Exempt

Employment Status: Full-time

Salary: \$85,000- \$95,000

The Deputy Director of the Maryland Network Against Domestic Violence (MNADV) plays a crucial role as a strategic and solution-oriented partner within the organization. This position involves conceptualizing and managing complex project plans across various program areas. The Deputy Director acts as a trusted advisor to the Executive Director, contributing to effective decision-making, managing project budgets, and coordinating relationship-building efforts. Moreover, they take the lead in executing strategic programmatic initiatives. Additionally, the Deputy Director provides invaluable guidance, mentoring, and professional development to the Training and Technical Assistance Team, Lethality Assessment Program, and the Digital Marketing & Communications Specialist. This collaborative leader ensures seamless coordination among teams by setting timelines, deliverables, and assignments, fostering a culture of close collaboration for achieving shared goals within MNADV.

Duties and Responsibilities:

- Lead and oversee the development and implementation of strategic initiatives that advance the mission and vision of MNADV.
- Collaborate with the Executive Director in setting organizational goals and priorities and ensure effective communication and alignment of efforts.
- Actively participate in state-level coalitions and committees to represent MNADV's interests and build partnerships with relevant stakeholders.
- Monitor and evaluate program outcomes and impact, utilizing data-driven approaches to inform decision-making and enhance program effectiveness.
- Provide guidance and support to staff in evaluating training needs, designing curricula, and implementing innovative training methodologies.
- Coordinate and facilitate regular meetings with key staff to foster collaboration, share best practices, and address challenges.
- Identify potential funding opportunities, develop grant proposals, and maintain relationships with current and potential funders.
- Oversee compliance with all relevant federal, state, and local regulations and reporting requirements, including grant reporting.
- Represent MNADV in media and public relations events, including interviews, press conferences, and public



speaking engagements as needed.

- Assist in cultivating a diverse and inclusive organizational culture that values equity and fosters professional growth and development.

Minimum Qualifications:

- Proven leadership and supervisory experience, including the ability to motivate and empower teams.
- Familiarity with trauma-informed approaches and best practices in working with survivors of domestic violence.
- Knowledge of public policy and legislative advocacy related to domestic violence and violence against women.
- Demonstrated experience in financial management, budget development, and resource allocation.
- Ability to think strategically and creatively to address complex issues and identify opportunities for organizational growth and impact.
- Strong knowledge of digital marketing and communications strategies and their application in a nonprofit setting.
- Master's degree in a relevant field preferred.
- Experience working in a statewide coalition, domestic violence service provider or similar network is highly advantageous.
- Position is 100% virtual, but close proximity to Annapolis, MD is preferred.

Benefits:

- Position is on-site, 40 hours per week.
- Health benefits available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Reimbursement for national and statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Resume and cover letter should be directed to Jenn Pollitt Hill, Executive Director, at jphill@mnadv.org.