



RUTGERS-NEW BRUNSWICK

Office for Violence Prevention and Victim Assistance

Division of Student Affairs

Organization Name:

The Office for Violence Prevention and Victim Assistance – Rutgers University | New Brunswick

Job Title:

Associate Director

Organization Overview:

The Office for Violence Prevention and Victim Assistance (VPVA) at Rutgers University | New Brunswick is committed to creating a community free from violence. We provide services designed to raise awareness of and respond to the impact of interpersonal violence and other crimes. Through a combination of direct service, education, training, policy development, and consulting to the University and broader community, we serve as a critical voice in changing prevailing beliefs and attitudes about violence.

Position Summary:

Reporting to the Director of VPVA, the Associate Director is responsible for all grant management, fundraising, and assistance with budget oversight. This includes developing and submitting all monthly, quarterly, and annual grant reports for DCF and VOCA, as well as researching and applying for new grants and fundraising opportunities as needed. In addition to the fiscal responsibilities, the Associate Director will also oversee assessment efforts of the office by working with divisional leadership alongside the Director. The Associate Director will help with department-wide training needs as needed while also supervising the Administrative Assistant and other non-clinical staff as needed. The Associate Director will also share on-call crisis shifts and daytime advocacy responsibilities with other VPVA staff.

Responsibilities:

- Handles all grant management, fundraising, and assistance with budget oversight.
- Develops and submits all monthly, quarterly, and annual grant reports for DCF and VOCA.
- Researches and applies for new grants and fundraising opportunities as needed.
- Oversees assessment efforts of the office by working with divisional leadership alongside with the Director.
- Helps with department-wide training needs as needed.
- Supervises the Administrative Assistant and other non-clinical staff as needed.
- Shares on-call crisis shifts and daytime advocacy responsibilities with other VPVA staff.

Experience / Qualifications:

- Bachelor's degree
- Five years of related experience with IPV and grants

Reporting Relationship:

The Associate Director would report to the Director of VPVA.

Location:

New Brunswick, NJ (College Ave Campus).

Work Week / Schedule:

As of now, Rutgers is offering a hybrid work schedule with three days on campus and two days working remote. This position is 37.5 hours a week during normal business hours.

Salary Range:

\$91, 297 - \$115,559

Benefits Summary:

Rutgers offers a comprehensive benefit program to eligible employees. For details, please go to <http://uhr.rutgers.edu/benefits/benefits-overview>.

How to apply:

<https://jobs.rutgers.edu/postings/232123>

Equal Opportunity Employer Statement:

It is university policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information please see the Non-Discrimination Statement at the following web address: <http://uhr.rutgers.edu/non-discrimination-statement>