



Administrative Director

About ALWAYS: Arizona Legal Women and Youth Services (ALWAYS) is a non-profit law office dedicated to empowering vulnerable youth and young adults with free legal services that help eliminate obstacles to employment, safety, and stability. ALWAYS specifically serves youth and young adults up to age 24 who are impacted by homelessness, trafficking or abuse.

About the Position: ALWAYS is seeking a seasoned non-profit manager to join us to help our growing organization build and maintain administrative infrastructure and a thriving network of on-site legal partnerships and volunteers. The successful candidate will be responsible for performing key administrative operations for the ALWAYS team, including but not limited to financial and grant management and office operations. The successful candidate will enjoy working as a jack-of-all-trades as part of a small, compassionate, and driven team.

Reports to: Chief Executive Officer

Major Duties and Responsibilities:

- Develop, execute and maintain administrative procedures that ensure smooth operations of physical location, equipment, and materials. This includes answering the phone, responding to general email inquires and ordering office supplies.
- Develop and maintain a grant management system that ensures accurate data collection, timely compliance, and timely reporting
- Manage fiscal operations including but not limited to supporting the CEO in developing the annual budget, preparing reconciliation documentation, monitoring monthly financial statements, processing payroll and supporting the annual financial review
- Develop, execute and maintain the agency's communication plan, including the e-newsletter and social media
- Plan and execute the annual fundraiser and annual summit
- Serve as a liaison to community agencies and seek new partnerships to increase the availability of ALWAYS services to more vulnerable youth. This includes coordinating outreach events and developing self-help resources and training programs to aid clients and case managers with navigating the justice system.
- Nurture the existing ALWAYS volunteer base and expand it. This includes recruitment, screening, training, recognition and retention of volunteers.
- Support the CEO in timely donation recognition, and ensuring accurate updates in donor database
- Attend Board of Director meetings, take notes, and produce minutes
- Attend bi-weekly staff meetings
- Support the staff in calendaring deadlines
- Other duties as requested based on organizational need



Required Skills:

- Knowledge and experience in budgeting, and non-profit management
- Experience with grant management, private and federal grant management required
- Ability to communicate respectfully, and empathically with individuals from a variety of backgrounds, including survivors of trauma
- Strong interpersonal, communication and writing skills
- Self-directed; ability to work independently, as well as collectively with colleagues
- Ability to manage numerous diverse tasks simultaneously, work under pressure and meet deadlines
- Fluency in English and Spanish desired

Annual Salary: Salary begins at \$50,000, with a 10% bilingual pay differential for fluency in English and Spanish

Application Process:

The submission deadline is **January 26, 2018**. Please send your resume and letter of interest to christy@alwaysaz.org. ALWAYS will follow up only with candidates selected for interviews.

Please learn more about us at www.alwaysaz.org.