



Associate Director

Salary Exempt: \$90,000

About Us:

In March 1971, the Coachella Valley Rescue Mission (CVRM) was founded as a private nonprofit, faith-based corporation. CVRM has committed to providing shelter, support, and resources for individuals and families experiencing homelessness. CVRM hosts a variety of programs, both faith based and secular, to empower people by addressing their immediate needs and offering opportunities for long-term stability.

Position Summary:

The Associate Director (AD) serves as the senior leader of the organization, responsible for the overall operations, financial health, strategic planning, and ensuring the shelter's mission and vision are achieved. The AD will work closely with the Board of Directors, staff, donors, community organizations, and other stakeholders to ensure the highest quality of service delivery and positive community impact.

Key Responsibilities:

Leadership and Management:

- Provide strategic leadership in the development and execution of programs and services for individuals experiencing homelessness.
- Oversee day-to-day operations, including shelter operations, volunteer coordination, and community outreach.
- Supervise, mentor, and evaluate management, ensuring alignment with the organization's mission and goals.
- Foster a positive and inclusive work culture that values teamwork, respect, and professionalism.

Financial Oversight:

- Assist and collaborate with Finance manager with the shelter's budget, ensuring the responsible use of resources and maintaining financial stability.
- Work closely with the Board of Directors to prepare and review financial statements, budgets, and funding strategies.
- Experience working with local government to seek funding opportunities, including grants, individual donations, and sponsorships.

Fundraising and Community Relations:

- Work closely with Development Director for fundraising efforts, including the development of donor relationships, grant writing, and community partnerships. Experience with writing grants for a non-profit or local agency required.
- Advocate for the shelter and its mission, representing the organization at public events and within the community.
- Build strong relationships with government agencies, nonprofit partners, and community stakeholders to increase community engagement and collaboration.

Program Development and Evaluation:

- Develop and implement innovative programs with Program managers that address the diverse needs of people experiencing homelessness.
- Monitor and evaluate the effectiveness of services, ensuring quality standards and positive outcomes for shelter residents.
- Ensure compliance with local, state, and federal regulations related to homelessness services.

Emergency Annex and Housing:

- Closely working with the Emergency Annex and Housing department
- Staying connected with Riverside County and new funding opportunities for shelter
- Overall increasing the housing and shelter or more people in need from the community

Thrift store oversight:

- Working closely with the Director of Operations to ensure successful opening of new Boutique Thrift store expected to open 2026
- Ensuring the success of both Thrift stores for the benefit of the Mission and community

Board Support and Governance:

- Work closely with the Board of Directors to provide updates on organizational performance, funding, and strategic goals.
- Assist in the recruitment, development, and training of new board members.
- Facilitate board meetings and ensure the board has the necessary resources to make informed decisions.
- Attend monthly Board of Directors meetings.

Qualifications and Requirements:

- Bachelor's degree in nonprofit management, social work, business administration, or related field (Master's preferred).
- Minimum of 7-10 years of experience in nonprofit leadership or management, preferably in the homelessness or social services sector.
- Strong knowledge of homelessness, social services, and community resources.
- Proven success in fundraising, including grants, individual donations, and corporate partnerships.
- Excellent communication, interpersonal, and organizational skills.
- Ability to think strategically, manage multiple priorities, and drive operational excellence.
- Experience with budgeting, financial management, and oversight.
- A passion for serving marginalized populations and a deep commitment to the mission of ending homelessness.
- Must have a valid driver's license and be cleared through our auto insurance company.
- 15% local and occasional overnight travel.

Work environment: Working with homeless individuals and with clients that have criminal backgrounds. This position operates in a professional air-conditioned office environment with exposure to fluorescent and LED lighting as well as VDT illumination. Noise levels are low to moderate.

Benefits:

- **401k option with 4% match**
- **Cell phone allowance or company cell phone**
- **Life insurance policy (based on annual salary)**
- **Employee Health insurance options available**
- **7 PTO days per year, vacation and sick time accruals**

How to Apply:

Interested candidates should submit a cover letter, resume, and references to Jholloway@cvrn.org