



Director of Government Grants, Compliance, & Quality 2024

ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression. AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 192 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.

POSITION SUMMARY

Reporting to the Executive Director and acting as a key member of the executive team, the Director manages a current portfolio of \$3MM+ government contracts and sets targets to sustainably double the portfolio to fund direct services to survivors of gender-based violence and communities. The Director prepares and submits government grant applications, prepares and submits on-time program reports on a monthly basis, and integrates compliance and quality measures of 10-15 government contracts with service delivery policies and protocols. The Director writes grant narratives, co-creates project budgets, secures letters of commitment and support, drafts Memoranda of Understanding, adheres to grant solicitation guidelines and templates to prepare and submit renewal applications; identifies and pursues new government contract opportunities, and ensures quality service delivery. The Director works with other directors to implement programmatic, business, administrative, and operations procedures that ensure compliance and quality service delivery. The Director uses project management tools and communication strategies to ensure grant deliverables, performance, compliance, and service/needs documentation across 6-8 service teams. The Director provides methods to other directors for co-creating service plans with clients, community members, staff, and stakeholders. The Director serves as primary programmatic lead for government funder audits, and may rotate with other directors depending on need. The Director leads quality improvement and measurement, develops Key Performance Indicators and Outcome Measures, provides analysis, ensures that data is translated into insight and actionable goals. The Director ensures government grant programs are integrated to improve the safety and well-being of survivors of gender-based violence and that historically marginalized and culturally specific communities have lower-barrier/no-barrier access to services. The Director provides overall compliance leadership to the agency and must be able to communicate with, understand and effectively transmit federal, state, local contractual requirements, and ensure organizational services operate within their constraints and deadlines. The Director has great latitude for independent judgment, but participates in shared leadership and shared decision-making with executive team, managers, and staff. The Director may be required to travel up to 5 consecutive days in one period 2-4 times per year.

The Director supervises the work of the Program and Grants Data Coordinator.

ESSENTIAL JOB FUNCTIONS

- Prepare and submit 7+ government grant applications per year (peak season is generally Jan. through May of each year) that detail evidence-informed interventions for children, individuals, and families impacted by family violence, sexual violence, dating violence, sex trafficking, and gender-violence prevention programs to serve people who are from diverse underserved and historically marginalized communities
- Prepare, analyze, and submit on-time program reports for 10+ government grant contracts
- Provide written monthly analysis of services data, co-lead discussions to identify service delivery improvements; document and explain variances for stakeholders' review
- Lead unmet needs assessments for clients and community; integrate priorities into organization budget
- Co-create key performance indicators and outcome measures that integrate the outputs of multiple government

contract deliverables with organization strategic goals

- Identify and pursue new government contracts opportunities that are aligned with organizational purpose
- Ensure program database (fields and reports) and staff data collection practices generate valid and reliable reports; ensure agency statistical data is accurate
- Evaluate quality of culturally specific, survivor-centered services and cultural-responsiveness of programs;
- Lead programmatic point of contact for audits with federal/state auditors; ensure agency practices and protocols conform and comply with funder requirements year-round (rotates with service delivery directors)
- Serve as Director on Duty for service delivery teams (occasional rotation with service delivery directors)
- Accept additional leadership priorities in times of public health/natural disaster/emergencies
- Work with Vela and other databases to create and analyze service data; design or modify specific data collection instruments for programs such as pre/posttests, surveys, assessments, interview guides, and focus group protocol
- Obtain and use community need statistics from publicly available resources such as Census data; CDC data; local/state/federal crime statistics; think tanks such as Pew, AAPI Data; research from scholarly institutes that publish information on gender violence and prevention
- Perform other duties as assigned

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to organize work, set priorities and re-prioritize to meet agency goals, meet multiple deadlines, evaluate program areas; strong technical writing skills and data analysis skills
- Ability to sustain long periods of writing, focus on long periods of reading, and distill/communicate complex contractual requirements to service delivery teams
- Ability to produce documents, spreadsheets, and reports that adhere to exacting grant submission guidelines
- Ability to plan and document needs and resources requests, then integrate multiple needs requests into single, cohesive narratives and project budgets
- Ability to learn and communicate what is in/out of scope and allowable/not allowable activities vis a vis agency services and government grant solicitations
- Ability to regulate behavior and communicate productively in high stakes, high stress periods
- Discernment, wisdom, and transparency in working with funders, community stakeholders, staff; ability to maintain effective relationships based on trust
- Knowledge of assessment techniques and evidence-informed practice guidelines including quality assurance and outcome measures, data collection methods, evaluation concepts
- Knowledge of principles, methods, and practices of effective supervision
- Experience working within Asian, immigrant, and/or refugee communities; demonstrated knowledge of working effectively in a culturally specific community
- Ability to travel via driving personal vehicle and/or airplane as required to attend funder-mandated meetings
- Ability to adapt to increasing obligations and responsibilities in phased growth that is timed/constrained by government funders
- Ability to adapt to support service delivery in emergency conditions such as public health emergency, natural disaster, or other unplanned community-wide emergency situations

EDUCATION, TRAINING, AND EXPERIENCE

- Advanced Degree in social work, public health, or related field with three (3) years of applicable experience or 5+ years of relevant experience
- Experience in organizations serving historically marginalized communities with preference in serving survivors of gender-based violence with special needs and multiple barriers to access systems of care
- Demonstrated knowledge and experience working with people who claim Asian, Asian American, Pacific Islands, Native Hawaiian, Middle Eastern, North African cultures and marginalized intersectional identities such as gender, sexual orientation, class/caste, faith/religion, age, ability/disability status
- Preferred experience working directly with federal/state program auditors
- Preferred fluency in East, South, or Central Asian language
- Preferred experience working with Texas Health and Human Services, Texas Office of Attorney General, Texas Office of the Governor, U.S. Department of Justice in victims of crime, violence against women, family violence, sexual violence services; other state/federal agency or issue experience will be considered
- Preferred experience working in organizations to plan for sustainable growth and scale to pace with community need

SPECIFICATIONS:

- Annual salary \$80-105K
- 40 hours per week with possibility of additional hours required at peak times
- Attractive benefits including PTO, Retirement, Flexible Work Schedule, Health Insurance
- Valid U.S. work permit required
- Must be available to work evenings and weekends

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, disability, ethnicity, gender identity, language, marital status, national origin, race, religion, sex, sexual orientation, or status as a disabled veteran.