Job Description: Associate Director

Location: Berkeley, California
Salary: Commensurate with skills and experience.
Start Date: As soon as possible.

Partnerships for Trauma Recovery (PTR) is a 501(c)(3) nonprofit organization dedicated to healing trauma among international survivors of human rights abuses. PTR joins the global movement to reduce the mental health gap by addressing psychological trauma caused by war, torture, human trafficking, and persecution due to identity and beliefs. We strive to narrow the gap by: (a) Expanding the availability of culturally aware, trauma-informed and contextually adapted mental health services; and (b) Reducing factors that cause trauma through trauma-informed policy analysis and advocacy. With combined expertise gained through over twenty years of providing clinical services to survivors of war trauma, torture and persecution, and in-depth experience implementing international human rights programming, our team integrates the fields of global mental health and human rights to expand the range - and increase the depth - of psychosocial support for this highly vulnerable population.

POSITION
This is an exciting opportunity to join a new nonprofit organization working at the nexus of human rights and global mental health. Reporting to, and working in close collaboration with, the Executive Director, the Associate Director will help build a solid foundation for Partnerships for Trauma Recovery to expand and deepen its programming. Central to the Associate Director’s role will be leading and implementing PTR’s fundraising strategy. Other roles and responsibilities will be varied, and will include contributing to the management and implementation of PTR’s strategy and programming and addressing new initiatives and needs, as they arise. In addition to a solid track record in fundraising and development, this position requires leadership, flexibility, creativity, resourcefulness and a passion for promoting human rights, peace and psychosocial wellbeing.

ROLES and RESPONSIBILITIES
The role of the Associate Director will include the following. These roles are not distinct, and will overlap as appropriate:

- Development and Fundraising
  - Work closely with the Executive Director, Board of Directors and volunteers to achieve fundraising goals.
  - Lead implementation of PTR’s fundraising strategy and ensure funding targets are met.
  - Meet prospective donors and supporters on a continual basis to establish effective communications with them.
  - Grow a major gifts program including identification, cultivation and solicitation of major donors.
  - Oversee grant seeking including research, proposal writing, and reporting requirements.
  - Direct initial and future crowdfunding campaigns as well as annual fundraising drives.
  - Coordinate fund raising special events.
  - Staff Board Fundraising and Finance Committee meetings as appropriate.
  - Oversee fundraising database and tracking systems.
  - Maintain gift recognition programs and donor acknowledgements.
• **Strategic Development and Organizational Management**
  o Collaborate with the ED and Clinical Director and provide insight into the strategic plan and related program plans.
  o Collaborate with the ED to develop and refine budgets.
  o Collaborate with ED in managing organizational finances and nonprofit administration, as needed to ensure good governance and financial accountability.

• **Communications**
  o Contribute to PTR’s communications efforts including web-based communication and written materials.
  o Professionally represent PTR to the public through presentations/speaking engagements to share information about PTR with the public.
  o Desired: Use knowledge of social media to enhance PTR’s fundraising and publicity.

**Qualifications**
- At least 10 years of nonprofit sector experience with a solid track record of raising a sustainable base of funding from individual, institutional and corporate donors.
- A graduate degree in business, public policy, nonprofit management, international development or other relevant field.
- Understanding of international human rights and/or mental health
- High level of comfort with donor outreach and solicitation as well as funder research and grant writing.
- Nonprofit management or administration experience with good people skills.
- Experience developing and tracking budgets.
- Excellent writing skills relevant to the needs of a nonprofit organization communicating with donors and the general public. Ability to write formally and informally, with professional language.
- A solid commitment to human rights.
- Experience working with diverse populations, especially international populations.
- Solid experience with fundraising software.
- Comfort with MS word, excel, web research and social media use.
- Maturity, initiative, resourcefulness and an ability to inspire others, creatively problem-solve and work collaboratively with staff and volunteers.
- Ability to thrive in a small nonprofit and wear multiple hats, as needed.

If interested, please send a one-page cover letter and resume to mparikh@traumapartners.org to begin the conversation. Applications will be reviewed on a rolling basis and desired start date is as soon as possible. To learn more about Partnerships for Trauma Recovery, please visit our website which will be up by 3/1/16 at www.traumapartners.org.