



Job Title: Associate Executive Director

Location: Hybrid (3 days in office, 2 days remote)

Hours: 32 hours per week

Contract Term: 11 months

Compensation: Starting at \$48,500 per year, negotiable based on experience and qualifications

Perks: Adam's Place is a Public Service Loan Forgiveness (PSLF) qualified employer, offering potential federal student loan forgiveness for employees who meet the criteria.

About Adam's Place

Adam's Place is a nonprofit organization dedicated to providing compassionate support for children, teens, and families as they navigate grief and loss. Through peer support groups, we foster resilience and build a healing community.

Position Overview

Adam's Place is seeking a dedicated Associate Executive Director to join our leadership team in a 32-hour-per-week role. Reporting directly to the Executive Director, this position will play a vital role in shaping the strategic direction, overseeing program delivery, and enhancing community engagement.

Key Responsibilities

- **Strategic Partnership:** Work alongside the Executive Director to support strategic planning and implement operational goals.
- **Program Management:** Assist in developing and managing grief support programs, ensuring they are effective, accessible, and aligned with the needs of our community.
- **Community Relations:** Build and strengthen partnerships with community organizations, donors, and volunteers to expand Adam's Place's impact.

- **Operational Support:** Manage daily operations, including budgeting, resource allocation, and reporting.
- **Team Leadership:** Support staff and volunteer teams, fostering a collaborative, inclusive, and mission-centered work environment.

Qualifications

- **Education:** Bachelor's degree in nonprofit management, social work, psychology, or a related field preferred.
- **Experience:** Minimum of 3 years in a nonprofit or social service role with experience in program management, grant writing and team leadership.
- **Skills:** Strong organizational, communication, and interpersonal skills; demonstrated ability to inspire and lead teams.
- **Values:** A commitment to the mission of Adam's Place and an understanding of the unique challenges of those experiencing grief and loss.

Why Join Adam's Place?

This role provides the opportunity to make a meaningful difference in the lives of children, teens, and families. With a flexible, hybrid work structure and potential Public Service Loan Forgiveness benefits, Adam's Place offers a fulfilling role for mission-driven professionals.

Application Process:

To apply, please complete the Adam's Place Job Application located on our website. Applications will be reviewed until the position is filled with a deadline of December 12, 2024.