

Meriden-Wallingford Chrysalis, Inc.

PLEASE POST

Opening Effective December 15, 2011

Director of Operations

Meriden-Wallingford Chrysalis is seeking to fill the position of Director of Operations. This position is responsible for the management and implementation of all financial and human resource functions for a small (~700k) non-profit agency, including: book-keeping, grants and contracts management including tracking and reporting, human resource benefits coordination, payroll, facilities management, preparing accurate and timely monthly reports for the board of directors, audit preparation and follow through, overall budget forecasting for the agency and future planning.

Chrysalis serves survivors of domestic violence and their children. Extraordinary customer service skills required as client, vendor and funder contact is routine. Position serves as a member of the agency's management team.

All programs and services adhere to the agency's mission and philosophy of client empowerment and self-determination. Agency provides crisis intervention, individual and group support, court-based advocacy, safety planning, emergency shelter and transitional living to enhance the safety and independence of victims and survivors as they work to reclaim their lives without the fear of abuse.

Qualifications:

- Bachelor's Degree in accounting or related field preferred. A combination of an Associate's Degree plus four (4) years of experience will be considered
- Non-Profit book-keeping/accounting, QuickBooks and Excel experience a must.
- Minimum of 2 years previous management experience preferred
- Working knowledge of the dynamics of domestic violence a plus

Starting salary: \$36,000-\$40,000, commensurate with experience and education. This position is benefit eligible. 35 Hours per week, exempt and non-bargaining, primarily Monday – Friday. This position will require some flexible hours to meet the needs of the organization.

Please send cover letter and resume by 12/30/11 at 5pm to:

Sharlene Kerelejza, MSW
Meriden-Wallingford Chrysalis
E-mail: sharlene@mwchrysalis.org