



Position: Associate Director  
Reports To: Executive Director  
Positions Supervised: Program Directors  
Status: Full time, Exempt

### **Overview:**

The Branch provides services, resources and advocacy to support people with disabilities and their families to thrive in their communities. We envision a world that is inclusive, where people of all abilities can participate fully in community life.

The Associate Director is a senior level manager reporting to the Executive Director, supporting the ED and collaborating with program directors in overseeing operations, programs, strategic planning and team management. The individual in this role will be responsible for managing daily operations, including human resources policy and procedures and compliance with state licensing and reporting standards. The Associate Director will manage direct reports including the Director of Community and Partnerships, the Director of the Clubhouse and Supported Living Programs and the Compliance Manager.

### **Essential Responsibilities**

- Oversees the quality of agency services, and monitors compliance with internal and external plans and requirements.
- Assists the Executive Director and program directors in the development of current and future programs in accordance with the strategic plan.
- Recruits, hires and oversees onboarding of new employees, in collaboration with program directors.
- Develops, implements, and manages policies related to HR, compliance and other administrative areas of operations. Assures the proper implementation of human resources policies and procedures in accordance with employment regulations, agency and industry best practices. HR policies and procedures will be developed and implemented in coordination with the Human Resources Committee, as well as outsourced resources as needed.



- Creates successful employee recognition programs, training opportunities, and culture-building activities to support a healthy and attractive work environment.
- Supervises the compliance functions and ensures The Branch meets licensing requirements, as well as the highest standards possible for the human services field.
- Other duties as assigned.

### **Education and Experience Requirements**

- Bachelor's degree in human services, non-profit administration or a related field required.
- Master's degree or SHRM certification strongly preferred.
- Minimum of five years of relevant management, human resources and administrative experience, with roles of progressive responsibility.
- Strong communication and interpersonal skills and the ability to work with a variety of individuals.
- Ability to maintain a culturally Jewish environment while supporting programs that are accepting and comfortable for persons from all backgrounds.
- Advanced proficiency with Microsoft Office programs.
- Valid Pennsylvania driver's license and satisfactory current background check.

### **Benefits Snapshot**

Salary: \$85,000-\$110,000 commensurate with education and experience

Medical, Dental, Vision Insurance

403B plan with employer paid benefits after 1 year

Generous PTO

Please send resume and cover letter to:

JRS is now

The branch

Taking inclusion to new heights.

Nancy Gale, Executive Director

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