

Deputy Director, Transitional Housing Program

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and skilled individual to lead the implementation of NNEDV's Transitional Housing Program. This is a "roll up your sleeves" leadership position that includes implementation of the program, supervisory duties, direct consultation to transitional housing programs and the provision of training and facilitation.

NNEDV provides training, technical assistance, and support to state domestic violence coalitions; local domestic violence, sexual violence, and stalking programs; service providers for victims of intimate partner violence; and other stakeholders, including governmental agencies. The Transitional Housing Program provides a variety of support and services for nearly two hundred transitional housing programs. This includes topical meetings, site visits, intensive technical assistance and consultation, regional meetings, management of a participant listserv and the creation of resource materials.

Learn more about the Transitional Housing Project at:

www.nnedv.org/projects/housing

www.nnedv.org/resources/transitional-housing

Primary Responsibilities:

- Develop and implement programming that assists organizations in empowering and supporting survivors of domestic violence, sexual assault and stalking.
- Provide leadership and supervision to the team.
- Respond to daily technical assistance requests from grantees, funders, and other national TA providers by phone and email, providing information and referrals as needed.
- Develop culturally appropriate resources and training materials regarding specialized issues affecting survivors of domestic violence, sexual assault, dating violence, and stalking. These include, but are not limited to, trauma informed and voluntary services, the intersection of domestic violence and homelessness and program policies for transitional housing grantees based on best practices.
- Lead in the development and execution of in-person trainings, webinars and regional meetings. This includes selection and communication with presenters, meeting facilitation and/or presentation, site selection, and coordination with funder requirements.

- Work closely with the Office of Violence Against Women (OVW) to assist grantees in program policy creation and revision.
- Conduct on-site monitoring visits, independently or in partnership with OVW staff, to transitional housing grantees in order to provide individualized support around program implementation and grant compliance.
- Draft program and grant required reports and ensure that training and technical assistance data is accurately reported and collected.
- Work closely with NNEDV's national partners to ensure coordination of resources.

Other Responsibilities:

- Attend national meetings for the purpose of building and sustaining partners to enhance the work.
- Work closely with other NNEDV teams to ensure that programmatic and policy efforts are integrated and responsive to the needs of transitional housing grantees or other constituents.
- Identify emerging issues and trends in the field and works to develop innovative training and technical assistance solutions.
- Act as a liaison with other government and non-government collaborators as assigned.
- Assist in policy development and systems change issues.
- Assist in organization-wide communications efforts to enhance the visibility of the organization and project.
- Participate in agency-wide activities and events and assist as needed.

Requirements:

A successful applicant must have:

- At least 7 years of experience in the field of domestic violence, preferably at a state or territory coalition.
- Significant leadership experience and knowledge of nonprofit organizations; federal grant management, specifically Office of Violence Against Women and/or Family Violence Prevention Services Act grants; and program management experience.
- Supervisory experience and strong, collaborative leadership skills, with an ability to provide executive coaching to cultivate these skills in others.
- Demonstrated ability to work closely with stakeholders and partners, including the ability to understand and navigate sensitive or political relationships.
- Outstanding public speaking and facilitation skills
- Strong written communication skills, with exceptional attention to detail

- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with team members, other agency staff, and external colleagues; work well independently; treat all people with dignity and respect; accept, act upon, and offer constructive criticism; and approach situations with a sense of humor.
- Knowledge of the various models of transitional housing and housing and economic barriers experienced by victims of domestic violence, sexual assault and stalking.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames, and produce high quality work.
- Demonstrated skills in goal setting, problem solving, creative/analytic thinking, and organization.
- Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, and Word.
- Commitment to the agency mission and a feminist/egalitarian workplace.
- Minimum of a bachelor's degree.
- Willing to travel 35-40% of the time.

How to apply

Send cover letter, resume, salary expectations, and a 2-3 page writing sample, to Rene Renick, Vice President of Programs and Emerging Issues, at employment@nnedv.org. Applications that do not contain all of the required items will not be considered. All of the required items should be combined into a single email attachment, and your cover letter should also be pasted into the body of the email. Applications received before September 1, 2017 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please. Salary range: \$75,000 – \$90,000.

NNEDV is an equal opportunity employer. Learn more about NNEDV at www.nnedv.org.