



JOB DESCRIPTION

JOB TITLE: Director of Safe Housing Initiatives

STATUS: Exempt

REPORTS TO: Vice President; Strategic Partnerships & Systems Change

SUPERVISES: Policy and Research Specialist

APPROVED By: CEO

DATE APPROVED: April 2020

SUMMARY

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. Its work centers on advancing gender, racial, economic and social justice.

The Director of Safe Housing Initiatives provides programmatic leadership and oversight to NRCDV's work at the intersection of domestic violence, homelessness and housing.

The Director will serve as the lead staff for NRCDV's Emerging Housing Capacity Center to support safe and stable housing options for domestic violence survivors. This project operates as a part of the Domestic Violence & Housing TA Consortium (Consortium), an innovative partnership between HHS, DOJ and HUD and six technical assistance partners. The Consortium's main goal is to improve responses to survivors of domestic violence and their families across the continuum of publicly and privately funded homeless services and housing programs.

The Director's work will be informed and guided by a strong intersectional analysis, high-quality research, the experiences and realities of domestic violence survivors and their families, and the broader anti-violence movement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides strong programmatic leadership and oversight to NRCDV's housing related technical assistance, training, resource development, and research efforts for its Housing Project, including but not limited to:
 - Managing all aspects of the Project to meet overall project goals and objectives, in close collaboration with the VP of Strategic Partnerships & Systems Change, TA Team project partners and Policy and Research Team (PRT) staff;
 - Developing and ensuring effective implementation of a detailed annual workplan for each year of the Project, in collaboration with the VP of Strategic Partnerships & Systems Change, with clear staff and consultant roles, deliverables, benchmarks and timelines, including the collection of data necessary to complete required reports to funders;

- Guiding the continued enhancement of SafeHousingPartnerships.org, a website hosted by NRCDDV including the identification and creation of new content and features;
 - Providing high-quality and often individualized housing-related technical assistance that prioritizes survivor safety, reflects survivor-defined advocacy, incorporates a critical analysis of the strengths and weaknesses of current responses to the housing needs of domestic violence survivors, and supports the development of strong community, statewide and national collaborations;
 - Overseeing and initiating as necessary on the development and production of FAQs, online toolkits, policy papers and briefs, special collections, and other technical assistance materials for use by domestic violence and housing advocates, policymakers, and practitioners on key housing issues;
 - Working closely with the Director of Policy to identify, analyze, and synthesize policy and research related to a wide range of housing issues with implications for domestic violence survivors and their families;
 - Working in collaboration with the Program and Prevention Team to share and analyze technical assistance emerging trends related to housing;
 - Working closely with the Communications Team and project partners to coordinate the offering of webinars, development of video and audio resources, the design and development of a project newsletter, the use of social media and other communication vehicles, and other related activities to promote the work of the Project and the Consortium;
 - Convening and participating in “think tank,” planning and advisory group meetings related to housing policy, program development and implementation; and
 - Working collaboratively with national partners and the Policy Director to support advocacy efforts to enhance the array of safe and affordable housing options for domestic violence survivors and their families.
2. Facilitates intra- and cross-team collaboration within the NRCDDV and with partner resource centers and allied partner organizations, including but not limited to:
- Cultivating and enhancing strong working relationships with other NRCDDV staff involved in housing related-policy advocacy, including the CEO, VP of Strategic Partnerships & Systems Change, Director of Policy, Communications Manager, and others;
 - Establishing and enhancing collaborative working relationships with the NRCDDV’s Programs and Prevention, Communications, and Operations Teams that are mutually beneficial to all teams, the NRCDDV’s work and the organizational culture;
 - Collaborating with key partners outside the domestic violence movement that seek solutions and strengthen NRCDDV’s Emerging Housing Capacity Center; and
- Fostering and strengthening collaborative relationships with the Domestic Violence Resource Network and other national partners working to enhance public policy and systems change on behalf of survivors.
3. Provides leadership in the sustainability of NRCDDV’s Emerging Housing Capacity Center by:
- a. Regularly assessing quality & effectiveness of TA & Training
 - b. Assisting in the acquisition of funds to promote innovation and community building
 - c. Analyzing and interpreting data to guide future work and research
 - d. Compiling progress reports for funders

OTHER DUTIES

- Provide consistent and effective supervision (direct and indirect) to any assigned staff or interns incorporating NRCDV's empowerment principles and commitment to racial justice;
- Serve as a member of the NRCDV Policy and Research Team, Cross Team Leadership Team and other appropriate workgroups, to effectively manage organizational resources (personnel, budget, policies, etc.) and assist in the need for additional resources or support to enhance NRCDV's communication activities;
- Update the project management tools accurately and consistently and providing necessary project status reports;
- Track the performance of NRCDV programs per NRCDV's evaluation plan;
- Compile information for regular activity reports, including the collection and analysis of web site usage statistics, social media activity, and other related feedback;
- Engage in ongoing anti-racism and anti-oppression trainings and discussions;
- As opportunities arise and schedule allows, recruit and supervise interns providing necessary support and appropriate direction; and

The job description in no way states or implies that these are the only duties to which will be required in this position. All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Employees will be required to follow other job-related duties as assigned by the NRCDV's Transformation Team.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Bachelor's degree from accredited four-year college or university and substantial experience in housing, social justice, systems advocacy and social change work. Graduate degree preferred in public policy, social work or public policy. Any equivalent combination of education and experience is also acceptable.

Experience in the domestic violence movement preferred.

Communication Skills

A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including demonstrated meeting facilitation and training skills. Ability to adapt writing style to suit different audiences and project types, including an understanding of writing specifically for the web.

Project Management Skills

Demonstrated program development and project management skills, including the ability to work effectively across teams and with consultants. Demonstrated team-building, limit-setting, problem-solving, creative and analytical thinking and organization skills.

Computer Skills

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office and Adobe Suites. Experience with using web design and content management software/systems.

Language Ability

Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

Reasoning Ability

Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Math Ability

Ability to read, interpret, organize, and analyze data.

Other skills, abilities and behaviors important to the NRCDV

To be a successful member of the NRCDV team, an individual should demonstrate the following:

Shared vision and direction – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

Teamwork – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participate in discussions, surveys, retreats, evaluations and other means of communication.

Ethics & Integrity - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

Valuing Diversity - Celebrates diversity and shows respect and sensitivity for cultural differences.

Personal Accountability – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

Problem-solving and Continuous Improvement – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

Judgment and Decision-Making – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

Dependability - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability and Innovation - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Fiscal Responsibility - Works within approved budget; conserves organizational resources.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, but with constant interruptions. This may be a telecommute position depending on location of the employee.

TRAVEL REQUIREMENTS

Occasional travel between NRCDV office in Harrisburg, PA and Washington, DC required, as well as some other national travel.