

**DIRECTOR OF POLICY AND COMMUNITY ENGAGEMENT  
GEORGIA COALITION AGAINST DOMESTIC VIOLENCE**

**Position:** Director of Policy and Community Engagement

**Reports to:** Executive Director

**Status:** Full-time, Exempt

**Position Summary:** The Director of Policy and Community Engagement's (DPCE) primary focus is to implement GCADV's Public Policy and System's Advocacy activities and provide oversight, direction, and leadership in anti-oppression initiatives in order to help survivors of domestic violence from marginalized communities receive services that are culturally responsive, appropriate, and safe, with an impact across the state and nationally. The DPCE supervises the Capacity & Technical Assistance Manager, Housing & Economic Justice Coordinator, and the Justice for Incarcerated Survivors Project Coordinator.

**Primary Job Responsibilities:**

1. Implement GCADV's Public Policy program, including but not limited to:
  - Formulate GCADV policy positions through coordinated discussion and input from GCADV staff, board, membership, and key stakeholders;
  - Research, analyze, and monitor public policy issues affecting domestic violence survivors and their children;
  - Build alliances to promote policy collaborations across issues, such as poverty, homelessness, immigration, and human rights;
  - Provide education and technical assistance to members, allies, and policymakers;
  - Facilitate and inform GCADV's participation in statewide, regional, and national domestic violence policy efforts;
  - Maintain strong relationships with GCADV's diverse member programs from around the state through meetings, networking, training, technical assistance, and dissemination of public policy information;
  - Facilitate member programs' and survivors' participation in public policy work.
2. Work with GCADV's lobbyists to track domestic violence legislative initiatives, read and provide comments on legislative drafts, provide testimony during the legislative session, and meet with key policymakers throughout the year.
  - Engage in national policy dialogue and Federal public policy advocacy/
  - Craft action alerts and legislative updates to inform and engage members and stakeholders on state and national issues as they arise.
3. Provide training and technical assistance on topics including, but not limited to:
  - Understanding the legislative process;
  - Laws impacting domestic violence programs and survivors;
  - Policy changes during and following each legislative session.
4. Represent GCADV on domestic violence task forces, workgroups, and committees as needed.

5. Oversee and help to guide GCADV's Justice for Incarcerated Survivors Project, Community Engagement Initiatives, and Housing and Economic Justice Initiatives.
  - Provide supervision, vision, direction, and support to GCADV's Community Engagement team, Justice for Incarcerated Survivors staff, and Housing and Economic Justice staff. in the implementation of those programmatic efforts.
6. Enter and analyze, aggregate data for GCADV projects.
  - Act as a statewide resource to domestic violence programs in the development of culturally responsive methods of service.

#### **Personnel Supervision**

1. Provide day-to-day supervision and support to assigned staff.
2. Provide leadership and programmatic technical assistance to program staff including ongoing evaluation of staff training and professional development needs.
3. Ensure compliance with GCADV personnel policies such as certification of time-sheets, leave requests, travel and other reimbursements, etc.
4. Review work plans of supervised staff, ensure work is performed in an ethical and efficient manner and that work meets organizational standards

#### **Grant Management**

1. Manage federal and state grants and assure completion of grant deliverables; prepare narrative and other reports to funders with the Executive and Associate Director's, and other staff as needed.
2. Ensure that programmatic reports for funders are timely and accurate.
3. Submit all required budget changes after review and approval of supervisor in a timely and accurate manner.
4. Work collaboratively with Executive Director, Associate Director, Finance and program staff on managing program budgets and GCADV agency budget.
5. Pro-actively alert the Executive Director of any grant-related problems.

#### **Cultural Competency and Antiracism**

1. Maintains a personal commitment to cultural competency and antiracism.
2. Identifies and promotes cultural competency and antiracism as a high priority in all communications, both written and verbal.
3. Demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations
4. Supports key strategies and initiatives for promoting cultural competency and antiracism work.
5. Works both individually and as part of the GCADV team on cultural competency and antiracism strategies and initiatives.

6. Actively participates in and contributes to tasks, meetings and projects in conjunction with GCADV's Undoing Racism Plan.

#### **General Duties**

1. Adhere to personnel policies and confidentiality standards of colleagues, clients and members.
2. Perform all duties as a GCADV staff member in a manner which shows respect for colleagues, clients, members, volunteers, community partners and others in all ways, irrespective of differences in class or economic position, physical abilities, cultural or ethnic background, religion or faith, sexual orientation, gender or veteran status.

#### **Minimum Qualifications:**

- Commitment to ending violence against women and girls.
- Demonstrate a commitment to the mission of GCADV.
- In-depth knowledge of domestic and dating violence, and stalking.
- Comprehensive understanding of state and national laws regarding domestic and dating violence and stalking.
- Experience in community organizing/grassroots social change initiatives.
- Excellent written and oral communication skills.
- Strong facilitation skills with the ability to develop and effectively maintain collaborative relationships with a range of diverse partners, individuals, organizations, and government agencies.
- Ability to work individually in a self-directed manner and as part of a team.
- Understanding of and commitment to issues of cultural diversity as they apply to domestic violence intervention and services including the willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Minimum of three years working in a local domestic violence service program or closely allied organization.
- Superior organization skills.
- Advanced technology skills, including at a minimum, proficiency in Windows (including Work, Excel, and Power Point) and online communications.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies.
- Ability to organization and manage work time.
- Commitment to contributing toward a positive work culture.
- Ability and willingness to work outside of normal business hours as needed.
- Access to reliable transportation; willingness and ability to travel in and out of state; some overnight travel required.

Compensation: Starting salary commensurate with experience, within a range of \$55,000 – \$60,000 per year. GCADV offers excellent benefits including health, dental, vision, and life insurance; retirement match; and generous vacation leave and holidays.

To Apply: Email a cover letter and a resume with your qualifications to [hr-gcadv@gcadv.org](mailto:hr-gcadv@gcadv.org) by May 5, 2020. We will accept applications by e-mail only. **NO PHONE CALLS PLEASE.**

**Applications without cover letters will not be considered.** All applications will be kept strictly confidential.

*GCADV is an equal opportunity employer with a commitment to diversity and encourages all qualified applicants to apply, including but not limited to people of color, people with disabilities and survivors of domestic violence.*