



Advancing Equity. Ending Sexual Violence.

## **JOB ANNOUNCEMENT**

### **Project Manager**

### **Pasadena Office**

#### **ABOUT ValorUS (VALOR)**

ValorUS is a national organization committed to advancing equity and ending sexual violence. Since our founding in 1980, we have continued to build dynamic relationships across a diverse range of communities, institutions and systems, and mobilize our network of survivors and advocates to influence change. Through leadership, prevention, and advocacy, we are fearlessly pursuing a world free from violence where the dignity of every person is valued and respected.

#### **PURPOSE OF POSITION**

Under the general direction of the Deputy Director (DD), the Project Manager provides leadership and strategic management of VALOR's training and technical assistance (T&TA) across its various programs. The Project Manager is responsible for oversight and coordination of the development & implementation of T&TA to member programs, affiliates and other constituents.

The Project Manager's primary responsibilities include:

- a) Developing the capacity of VALOR members, constituents and allies to create sustainable infrastructures to provide services that meet with the highest quality and standards of service delivery.
- b) Provide technical assistance to ensure that VALOR member centers and allies have the tools and training required to serve a broad scope of victims with varying experiences.
- c) Develop the advocacy skills of VALOR and its member centers, constituents and allies to create sustainable and relevant programs including methods and techniques of individual systems and policy advocacy, management and development of VALOR's national programs providing training and technical assistance for professionals.
- d) Interface with other systems (statewide and national) in order to improve approaches to serving survivors and their experiences. The Project Manager will be based out of VALOR's Pasadena office.

The Project Manager must also be knowledgeable in the theory and provision of sexual assault and violence against women and children and victim services and have a commitment to program innovation -- particularly in the area of sexual assault victim services, intersections with dating, domestic and stalking violence, multi-disciplinary collaborative approaches, program management, culturally competent or diverse programs, college/university programs, and non-profit business functions. In addition, the Project Manager must be knowledgeable about various effective practices related to creating strong infrastructures, working with institutions, correctional and detention facilities, military systems, marginalized and high-risk communities and advocacy for individuals and systems. This position requires statewide and national travel and the ability to stay abreast of multi-disciplinary issues and trends emerging in the sexual assault and anti-violence against women's arena, as well as emerging practices in advocacy issues. This is a **full-time, exempt position** based in **Pasadena**.

#### **ESSENTIAL DUTIES**

- Strategic Development and Planning
- Capacity Building
- Advocacy Services
- Training and Technical Assistance Delivery and Evaluation
- Budget and Grant Compliance
- Supervision/Staff Development

- Management
- Written and online publications
- VALOR Membership Support
- Additional Duties as Assigned

## **REQUIREMENTS**

1. Education: Master's level or Graduate degree is required. Extensive experience, demonstrated skill and aptitude considered in lieu of experience.
2. Experience: In depth knowledge of sexual assault and violence against women issues including its effects; support models; policy positions; and methods of intervention and prevention. Experience in a Rape Crisis Center or Dual Program a plus. Must complete a Cal OES certified sexual assault victim counselor training, if not already completed.
3. A minimum of four to six years in a management position. Experience at a community-based rape crisis / dual center, college campus program, and/or victim services agency is highly desired. Knowledge of Cal OES mandated rape crisis center services standards, including requirements regarding funding and the operation of rape crisis center operations (e.g., 24-hour intervention services, sexual assault response team, prevention and community education programming, volunteer recruitment and management, and counseling approaches).
4. In depth knowledge of various community-based approaches to sexual violence intervention, prevention and systems change work.
5. Experience in being pro-active and visionary in identifying emerging trends in violence intervention and/or prevention services and to translate trends into training and educational programs for service providers. Strong assessment skills to determine technical assistance and information needs and the capability to design services to respond to those needs. Willingness to promote victim service providers to engage in innovation and best practices to respond to community and victim/survivor needs. Background knowledge and/or experience in areas such as personnel management, strategic planning, non-profit / organizational management are vital.
6. Experience in advocacy program development and implementation particularly in programs working with underserved high-risk populations of sexual assault survivors.
7. Demonstrate core competencies expected for a manager-level position, including but not limited to the following areas:
  - a) Program/Project development and management.
  - b) Budget development and management.
  - c) Grant reporting and compliance, grant writing, and program audits.
  - d) Effective and positive supervisory skills; team-building and mentoring approach.
  - e) Human resource skills, such as writing job descriptions, interviewing and hiring, and conducting performance evaluations and terminations.
  - f) Ability to develop and expand the skills, knowledge and experience of staff so that they may become future Program Managers and/or leaders in the organization.
  - g) Technical/computer skills, such as working with MS Excel, PowerPoint, Word and other software.
  - h) Excellent communication skills, both written and oral.
  - i) Ability to oversee and supervise staff.
8. Experience in conducting research and providing technical assistance utilizing a wide range of sources including printed materials, the Internet, databases, consultants and "experts." Must have excellent research skills and the willingness to "go the extra mile" to shape solutions and identify resources for the rape crisis /dual centers.
9. Experience in designing workshops and presentations to diverse professionals and audiences. Ability to communicate with diverse groups. Experience in effective program/project management and group facilitation. Technical writing capabilities including grammar, spelling, and document design. Proven experience in developing material appropriate in content and style to audience and type of publication.
10. Technological proficiency including utilization of social media, online resources, new media etc. Applicants will be expected to demonstrate understanding of the various technologies deployed at VALOR for public education, organizational and administrative tasks.

11. Must be organized, flexible, multi-task oriented, and detail oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks/projects with urgent deadlines. Able to manage time effectively and make independent decisions. Able to manage staff and project teams effectively.
12. Ability to maintain positive, cooperative and professional demeanor with rape crisis/dual center staff and volunteers, VALOR staff/board, vendors, consultants, allied professionals, and members of the public. Skill and enjoyment in interacting with people and creating an accessible work environment.
13. Ability to speak and write in Spanish preferred.
14. Ability to travel in California and some national travel including overnights and some weekends. Must have own vehicle, a valid California driver's license and insurance in order to attend meetings, implement trainings, and provide on-site technical assistance to rape crisis/ dual centers and other clientele.
15. Willingness to abide by the mission, philosophy and policies of VALOR.
16. Ability to lift 40 lbs. in order to move equipment, boxes of paper, supplies, etc. Physical demands are typical for an office environment including sitting, stooping/kneeling, reaching and handling, speaking, hearing, and seeing. The noise level in the working environment is usually quiet to moderate.

**Submit resume, cover letter, three references and two writing samples to:**

**[jobs@valor.us](mailto:jobs@valor.us)**

**Posted: September 20, 2021**

**VALOR is an Equal Opportunity Employer**

**VALOR encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.**

**VALOR makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.**