



New Hampshire Coalition Against Domestic and Sexual Violence Job Description: Program Director 2

The New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV) creates safe and just communities through advocacy, prevention, and empowerment of anyone affected by sexual violence, domestic violence, and stalking.

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence and stalking; and 4) prevent violence and abuse before they occur.

Job Objective and Summary: Provide leadership and oversight in the development and administration of the Coalition's statewide programs and other special projects in line with its mission and strategic plan as well as community needs.

Essential Functions:

- Responsible for the development, implementation, evaluation, and direction of Coalition-based statewide programs, including Sexual Assault Nurse Examiner, AmeriCorps Victim Assistance Program, and Human Trafficking, and projects of NHCADSV in response to victim and community needs. Identify emerging needs in the field and develop programming to aid in strengthening services.
- Accomplish Program Department objectives by managing staff, planning, and evaluating department activities.
 - Maintain staff by recruiting, selecting, orienting, and training employees.
 - Develop personal growth opportunities.
 - Communicate job expectations, monitor, and appraise job results.
- Manage statewide training and technical assistance activities of NHCADSV for stakeholders.
- Assist with grant writing in response to federal, state, and private funding opportunities.
- Engage with key stakeholders on relevant program activities of NHCADSV and its member programs.
- Serve on statewide committees, taskforces, and advisory boards to improve multidisciplinary responses to sexual violence, domestic violence, and stalking. Current Committees include:

- SANE Advisory Board
- NH Human Trafficking Collaborative Task Force & Core Team
- AmeriCorps Service Alliance & Program Staff
- Member of NHCADSV's Leadership Team.

These primary job functions will be performed at the Coalition's office in Concord, NH, as well as remotely. The employee must have access to reliable transportation to and from work. Frequent travel may be required throughout New Hampshire as necessary.

Minimum Requirements: Demonstrated program planning and organizational development skills. At least five years of management and supervisory experience in a dynamic and complex organization.

Preferred Skills:

- Skilled communicator with exceptional interpersonal, verbal, and written skills, including experience with crisis communications.
- Creativity, professionalism, ability to communicate with diverse audiences, and experience collaborating with multiple disciplines within the criminal justice system.
- Experience with domestic and sexual violence advocacy and prevention and providing direct services.
- Commitment to social justice issues, an anti-oppression framework, and diversity, equity, and inclusion principles and practices.
- Experience in project management and program leadership.
- Proficiency with Microsoft Office Suite.

Desired Skills:

- Bold and courageous leadership, flexibility, and creativity.
- High emotional intelligence with the ability to work across a variety of systems (legal, judicial, criminal justice, child welfare, medical, etc.) representing diverse individuals.
- Can delegate work to others and ask for help and advice when needed.
- The ability to work quickly under pressure and in a fast-paced environment.
- Demonstrated understanding of and commitment to domestic and sexual violence issues.

Physical and psychological demands: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to manage multiple concurrent deadlines in a fast-paced environment.
- Must be capable of entering text or data into a computer by means of a traditional keyboard (Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine, or 10-Key numeric keypad.)

- The person in this position communicates frequently with stakeholders and staff members. Must be able to exchange accurate information in these situations.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. Additional responsibilities, duties, or skills may be required that are not outlined in this description. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

For Human Resources Only

Job Category	Director
Exempt/Nonexempt	Exempt
This is a full-time position	Full time: 40 hours per week
Supervisor	Executive Director
Provides Supervision to	SANE Program Director, AmeriCorps Victim Assistance Manager, Human Trafficking Specialist
Department(s)	Programs
Last Revised	May 2023