



## Position Description

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**Position Title:** Freedom from Violence Project Manager

**Status:** Exempt

**Position Reports To:** Deputy Director

**Schedule:** Full-time with some flexibility in scheduling. May be required to work additional and/or evening hours during busy time periods or for meetings and special events. Hybrid work environment that includes mandatory in-office hours on Mondays and Wednesdays.

**Salary Range:** \$55,000-65,000

### **Additional Employee Benefits:**

- Health
- Dental
- Vision
- Life insurance
- Retirement plan program
- Paid federal holidays
- Generous PTO policy
- Funds to support professional development
- Monthly cell phone and wellness stipend

This position will work closely with the other Freedom from Violence Project Manager and other staff on a collective vision for addressing domestic and sexual violence and trafficking in the Omaha metro area. This includes collaborating with survivors, service providers and system professionals and helping to administer grant funds to and with community partners.

### **General Summary of Responsibilities:**

#### **Community Support**

- Coordinate with Community of Practice consultants to provide facilitation, training and support for all meetings and initiatives for local service providers.
- Actively support and expand survivor involvement in all work.
- Assist with special projects and working groups as needed.
- Assist with coordination of other community-based groups, including the Douglas County Domestic Violence, Sexual Assault Community Response Teams, Human Trafficking Response Team and the High-Risk Case Assessment Team.
- Provide representation of local and state groups and initiatives as needed.

- Assist with the coordination and implementation of the City of Omaha's Improving Criminal Justice Response grant.

## **Grants**

- Assist with administration of Freedom from Violence grants to community partners.
- Support grantees and communicate Women's Fund expectations.

## **Other**

- Coordinate contracts including billing and contract updates with consultants.
- Provide support and guidance to research and evaluation projects connected to the Freedom from Violence work.
- Assist with intersections among other Women's Fund initiatives, and community awareness and engagement regarding issues impacting individuals who identify as women and girls.
- Provide support to Freedom from Violence public policy work as needed.
- Coordinate medical elective program with local universities.

### **I. Qualifications:**

Bachelor's degree required or comparable relevant experience. A minimum of five years of human services work experience including providing direct services, conducting training, or coordinating groups and activities required. Specialized knowledge, expertise or lived experience relating to survivor-directed services, systems and advocacy on behalf of survivors of trauma.

### **II. Knowledge, skills, abilities:**

- Alignment with Women's Fund core values, including anti-oppression, equity and being led by survivors and those with lived experience.
- Ability to take initiative, be solution-focused and drive priorities while working in a fluid and fast-paced environment.
- Demonstrated ability to communicate clearly, consistently, and appropriately with internal and external partners.
- Demonstrated ability to build community and foster collaborative efforts among cross-sector stakeholders and organizations.
- Ability to create, write, implement and assess action plans and technical reports.
- Ability to manage timelines and projects independently in a hybrid work environment.
- Proficiency in Microsoft Office Suite.

**If you are interested in this position, please email a letter of interest and resume to Gail Jones, Office Manager, at [GJones@OmahaWomensFund.org](mailto:GJones@OmahaWomensFund.org) by end of the day on Sunday, December 8. Please include FFV Manager and your name in the subject line.**

## **About the Women's Fund**

The Women's Fund is a nonprofit organization dedicated to improving the lives individuals experiencing gender-based oppression. As a trusted expert in the community, the organization identifies critical issues, funds innovative solutions and influences dynamic change. Since its beginning in 1990, the Women's Fund has supported local agencies with more than \$56 million in grants for programs that address the most pressing issues as identified by its research and has established its own programs to meet unaddressed needs. We are

the only local foundation that provides grants exclusively to programs addressing gender-based inequities, and we are the leading organization researching issues impacting anyone who experiences gender-based oppression. Visit [OmahaWomensFund.org](http://OmahaWomensFund.org) for more information.

## **Nondiscrimination Policy**

The Women's Fund does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship status, veteran status, political affiliation, or economic status, in any of its programs, activities and employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and partners.

The Women's Fund is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, or skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*