

**New York State Coalition Against Domestic Violence
JOB DESCRIPTION**

Economic Justice Project Coordinator/Manager

ORGANIZATION OVERVIEW: The New York State Coalition Against Domestic Violence (NYSCADV) is a statewide nonprofit membership organization comprised of local domestic violence service providers and allies who are committed to ending domestic violence. Founded in 1978, NYSCADV achieves its mission through activism, training, prevention, technical assistance, leadership development and legislative advocacy.

NYSCADV serves as the information clearinghouse, primary point of contact and resource center on domestic violence for the state of New York. Our organization is responsible for supporting the development of policies, protocol, and procedures to enhance domestic violence intervention and prevention. This also includes providing education and technical assistance to the network of domestic violence service providers statewide.

REPORTS TO: Deputy Director

STATUS: Full-time, exempt, salaried

LOCATION: Albany, NY or Remote within New York State

PRIMARY OVERVIEW: The Economic Justice Project Coordinator/Manager is responsible for coordinating the organization's economic justice and housing-focused programs and initiatives including training, technical assistance, and support for domestic violence service providers and other stakeholders throughout New York State.

POSITION RESPONSIBILITIES:

- Serve as NYSCADV's subject matter expert on economic empowerment, housing, and other related areas including public benefit programs
- Provide trainings on economic empowerment, financial literacy, housing, and related topics for domestic violence advocates and other allied organizations (virtual and in-person when safe to do so)
- Provide in-depth technical assistance for domestic violence service providers and other stakeholders via phone, email, virtual meetings, and on-site/in-person meetings and visits
- Develop materials related to economic empowerment and housing issues including training curriculum, resource guides, and website content
- Support empowerment-focused policy initiatives in collaboration with the NYSCADV policy team
- Coordinate economic empowerment grant program activities including drafting proposals and reports; managing the sub-grantee application process; and serving as a primary point of contact for sub-grantee organizations for technical assistance, support, and training needs
- Prepare budgets and grant reports for trainings, conferences, and project activities
- Ensure all assigned grant deliverables are met
- Represent NYSCADV on various committees, work groups and task forces as assigned
- Provide individual and systems advocacy as opportunities arise or as requested
- Work with Deputy Director to secure additional financial support for existing statewide programs, and develop and implement new programs and special projects as funding becomes available

QUALIFICATIONS/EXPECTATIONS:

The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the role.

Coordinator position requires 5 years of relevant work experience.

Manager position requires 8 years of relevant work experience, including grants management.

- Highly organized, self-motivated professional who has a bachelor's degree and at least 5 years of experience in program/project management
- Extensive experience working on issues related to domestic violence and knowledgeable about the domestic violence service provider community and allied organizations in New York
- Knowledge about economic justice/empowerment and housing-related issues
- Experience working with survivors experiencing financial abuse preferred
- Excellent training and presentation skills
- Excellent written and verbal communication skills, planning and project coordination, and problem-solving expertise
- Experience managing a grant-making program preferred
- Experience in grant writing, reporting, and working with foundations preferred
- Demonstrated proficiency in Windows operating system, MS Office, Zoom, and database management
- Ability to multi-task and maintain attention to detail
- Personal qualities of integrity and credibility, and commitment to NYSCADV's mission required
- Commitment to comply with agency Ethics, Standards of Conduct, and Confidentiality policies required
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes, and languages
- Ability to maintain an independent workload and work as part of a team collaboratively and professionally with all NYSCADV staff, consultants, funders and member agencies
- Valid driver's license, access to reliable transportation, and willingness and ability to travel

LOCATION

At the time of this posting, NYSCADV is in remote status. NYSCADV's main office is located in Albany, New York and both local candidates as well as permanent remote candidates who reside in the state of New York will be considered. Please indicate in your cover letter if you are applying as a remote-only applicant. Also, regardless of Albany-based or remote-based status, the role will require some travel throughout New York State as well as occasional national travel when it is safe to do so.

TO APPLY

Please send cover letter, resume and 3 professional references to nyscadvjobs@nyscadv.org. Applications not containing all of the required items will not be considered.

NYSCADV recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply for our positions. Also, please let us know if you require accommodations during the interview process.

Applications received by May 31 will be given priority; however, the position will remain open until filled.

(Rev. 5/5/22)