JOB DESCRIPTION

JOB TITLE: Vice-President of Strategic Partnerships and Systems Change

STATUS: Exempt

REPORTS TO: NRCDV Chief Executive Officer

SUPERVISES: Director of Public Policy, Director of Safe Housing Practices & Initiatives

APPROVED BY: NRCDV Chief Operating Officer DATE APPROVED: 12/6/2017

SUMMARY

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. We work in close partnership with allied organizations committed to gender, racial, economic and social justice.

The Vice-President of Strategic Partnerships and Systems Change will lead boldly in challenging the culture, practices, policy, and power of institutions and systems that create the conditions for gender and racial violence and systemic oppressions. Reporting directly to the Chief Executive Officer, the Vice-President will provide visionary and hands on leadership to NRCDV’s Policy and Research Team and its collaborative efforts to build and support a strong community of policy advocates committed to racial equity as a core element of gender justice.

Working closely with the Vice-President of Programs, Prevention and Social Change and across NRCDV teams, the Vice-President will utilize multiple strategies to promote strategic relationships, authentic conversations, and just and effective policy change that interrupts the root causes of gender violence. The Vice-President will create platforms and opportunities to recognize and support those individuals impacted by violence as leaders in the movement for social change.

The Vice-President will ensure that the work of the Policy and Research Team is consistent with NRCDV’s core values and those reflected in NRCDV’s Empowerment Principles and WE STAND statement. These include NRCDV’s commitment to stand with individuals and groups affected by multiple systems of oppression and with the most vulnerable of survivors; to celebrate diversity and the vitality and strength it brings to our work, communities and society; to embrace self-care and community connection as necessary

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and powerful for social change; and to be in partnership with allied organizations working for gender, racial, economic and social justice for all.

The Vice-President will serve as a member of NRCDV’s Senior Leadership Team with the Chief Executive Officer, Chief Operating Officer, and Vice-President of Programs, Prevention & Social Change and help promote coordinated, consistent and empowering management practices within NRCDV and to develop and implement a thoroughly integrated approach to achieving the NRCDV’s goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide visionary and strategic leadership and oversight to NRCDV’s efforts to utilize strategic partnerships, critical analysis, authentic conversations, and robust advocacy to challenge the culture, practices, policy, and power of institutions and systems that create the conditions for gender and racial violence and related systemic oppressions.

   • Work closely with the CEO, Director of Policy, Director of Safe Housing Practices and Initiatives and other internal and external stakeholders to articulate a long-range vision and strategic goals to advance systems change advocacy that is aligned with NRCDV’s core mission and values and centers racial equity as a core element of our work to end domestic violence.
   
   • Provide high level and day-to-day guidance and oversight to the development and achievement of annual and long-term goals and objectives related to systems change, policy, practice and research.
   
   • Effectively advance NRCDV’s mission through direct policy advocacy with federal agency and non-governmental partners, serving on advisory panels and think-tanks, and through other means.
   
   • Utilize multiple strategies to broaden and strengthen NRCDV’s collaborative partnerships and resource sharing with a focus on those that will help amplify the voices, lived experiences, and histories of marginalized communities to achieve shared power and more equitable access to resources.
   
   • Directly contribute to and support NRCDV’s cross-team efforts to create platforms and opportunities to recognize and support individuals impacted by violence as leaders in the movement to end gender, racial, economic and social justice.
   
   • Provide strategic guidance and support to NRCDV’s multi-faceted efforts to conduct research, synthesize qualitative and quantitative data, and engage in other evidence-building activities that enhance the safety and well-being of survivors, challenge systemic oppression, and advance gender, social, racial, and economic justice.
   
   • Foster and strengthen collaborative relationships with the Domestic Violence Resource Network, the Domestic Violence Housing TA Consortium, the National Task Force to End Sexual and Domestic Violence, and other national, tribal,
regional, state, and local partners working to enhance public policy and systems change that is consistent with NRCDV’s core values.

• Oversee the continued development of Policy and Research Team websites – including SafeHousingPartnership.org, DVEvidenceProject.org, among others – as critical capacity-building tools.

• Assist in the preparation of funding proposals, required progress reports and other materials describing the activities and accomplishments of NRCDV.

2. Provide positive and visionary leadership to NRCDV’s Policy and Research Team and cross-team Management Team, and as a member of the NRCDV’s Senior Leadership Team.

• Provide positive and inspirational supervision to Policy and Research Team staff that is consistent with NRCDV’s Empowerment Principles and fosters ongoing professional development opportunities and growth for individual team members.

• As a Management Team and Senior Leadership Team member, ensure the continued development and management of a visionary, mission-driven, impactful and efficient organization and the implementation of effective decision-making processes related to budget, organizational structure, priority-setting, and ongoing program evaluation that are consistent with NRCDV’s core values.

• Work with other Senior Leadership Team members to cultivate and sustain a strong and transparent working relationship with the Board of Directors to ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.

• Participate in NRCDV meetings and trainings, DVRN meetings as requested, and in NRCDV staff and planning meetings and in-service trainings as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience
• A minimum of 10 years experience in social justice, public policy, systems change, anti-oppression advocacy and/or a related field and demonstrated commitment to gender, racial, social and economic justice.
• Bachelor’s degree from accredited four-year college or university. Graduate degree preferred in public policy, law, or social work.
• Any equivalent combination of education and experience is also acceptable.

Communication Skills
A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including
demonstrated meeting facilitation and training skills. Ability to adapt writing style to suit different audiences and project types, including an understanding of writing specifically for the web.

**Project Management Skills**

Demonstrated program development and project management skills, including the ability to work effectively across teams and with consultants. Demonstrated team-building, limit-setting, problem-solving, creative and analytical thinking and organization skills.

**Computer Skills**

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office and Adobe Suites. Experience with using web design and content management software/systems.

**Language Ability**

Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

**Reasoning Ability**

Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

**Math Ability**

Ability to read, interpret, organize, and analyze data.

**Other skills, abilities and behaviors important to the NRCDV**

To be a successful member of the NRCDV team, an individual should demonstrate the following:

- **Shared vision and direction** – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

- **Teamwork** – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participates in discussions, surveys, retreats, evaluations and other means of communication.

- **Ethics & Integrity** - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.
**Valuing Diversity** - Celebrates diversity and shows respect and sensitivity for cultural differences.

**Personal Accountability** – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

**Problem-solving and Continuous Improvement** – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

** Judgment and Decision-Making** – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

**Dependability** - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Adaptability and Innovation** - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Fiscal Responsibility** - Works within approved budget; conserves organizational resources.

**PHYSICAL DEMANDS**
While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**
The noise level in the work environment is usually quiet, but with constant interruptions.

**TRAVEL REQUIREMENTS**
Occasional travel between NRCDV office in Harrisburg, PA and Washington, DC required, as well as some other national travel.